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ABSTRACT

Staff members of the Weber County Library System in Utah were studied in a research project to determine the effect on staff knowledge of library policies and procedures of (1) an employee handbook and (2) the handbook supplemented by a formal orientation procedure. Data were obtained from three randomly selected groups of library staff members in a pre-test, post-test situation. After administration of the pre-test, one group received the staff handbook, one received the handbook and an orientation, and the control group was given neither the handbook nor the orientation. The post-test was administered two months later. Analysis of covariance revealed a significant difference in the gain scores of all groups. The data suggested that a handbook used in conjunction with a formal orientation session was significantly better than the use of the handbook alone. The questionnaire and handbook are appended. (Author/KP)

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A HANDBOOK AND ORIENTATION PROCEDURE:

WEBER COUNTY LIBRARY

OGDEN, UTAH

by

Lynnda Wangsgard

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ABSTRACT

This research project proposed to: (1) determine the effect of an employee handbook on staff knowledge of library policies and procedures, and (2) determine the effect of an employee handbook supplemented by a formal orientation procedure on staff knowledge of library policies and procedures.

The data needed were obtained from three randomly selected groups of library staff members in a pre-test, post-test situation. After administering the pre-test, treatment group one was given the newly developed staff handbook; treatment group two was given the handbook and an orientation; and the control group was given neither the handbook nor the orientation. Two months after the initial contact with the pre-test, the post-test was administered. The test results were then analyzed using the MAD program which was available in the Brigham Young University Statistics Library.

The analysis of covariance revealed that there was a significant difference in the gain scores of the three employee groups. The data further suggested that a handbook used in conjunction with a formal orientation session was significantly better than the use of the handbook alone.

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Chapter 1

THE PROBLEM

The Weber County Library and its two branches are located in a service area of approximately 135,000 people. It has an annual budget of over $500,000 and a paid staff of more than sixty. The system also utilizes an extensive volunteer program.

At the time this study was conceived, the system did not have a staff handbook or an official orientation program. As new employees arrived, they were introduced to the system and to their particular jobs according to the abilities and desires of their direct supervisors.

The resulting inconsistent orientation coupled with the lack of a staff handbook resulted in the following problems:

1. The library did not have a systematic approach to administering personnel policies and practices.

2. The library did not have a fundamental communications tool for the department heads to clarify policies and procedures. This caused morale problems, complaints, and grievances to arise.

3. The library's policies and procedures had, in many cases, resulted from unwritten policy, inconsistent policy and lack of proper communications.

It was hoped that the production and distribution of

the staff handbook would help alleviate these problems by providing the following benefits:

1. The handbook was to provide everyone in the library system with a clear explanation of all existing personnel policies and procedures.

2. The handbook was to provide peace of mind to take the place of the problems and indecision which usually resulted when department heads had to meet to discuss and reach decisions concerning library policies and procedures.

3. The handbook was to provide material that could be used in conducting supervisory training courses for new supervisors and for refreshing their understanding of past library policy.

4. The handbook was to provide material that could be used in conducting training courses for new employees.

5. The handbook was to provide written documentation of the library's good faith in providing fair employment practices and equal employment opportunity for present employees and for future job applicants.

It was hoped that the development and implementation of an employee orientation session that used the staff handbook as a text would also help alleviate problems in the library by providing the following benefits:

1. The employee orientation session was to foster favorable attitudes toward the library, the people within the library, and the work they accomplished.

2. The employee orientation was to give an initial

feeling of belonging to, and acceptance by, the library system in general and the staff in particular.

3. The orientation session was to ease many initial anxieties and uncertainties by giving employees factual information and an opportunity for feedback.

4. The orientation session was to avoid at the outset some of the factors generating turnover, grievances, misunderstandings and subsequent disciplinary actions.

Statement of the Problem

This research proposed to: (1) determine the effect of an employee handbook on staff knowledge of library policies and procedures; and (2) determine the effect of an employee handbook when supplemented by a formal orientation procedure on staff knowledge of library policies and procedures.

The Subproblems

Subproblem one. Would the staff handbook result in a significant difference in staff understanding of library policies and procedures?

Subproblem two. Would the staff handbook when supplemented by a formal orientation procedure result in a significant difference in staff understanding of library policies and procedures?

Hypotheses

The first hypothesis. There will be no difference in understanding of library policies and procedures by employees who receive a personal copy of the library handbook.

The second hypothesis. There will be no difference in understanding of library policies and procedures by employees who receive a personal copy of the staff handbook and a formal orientation to the library system.

Delimitations

The first delimitation. This study did not attempt to measure the effect of the employee handbook or of the employee orientation procedure on library volunteers.

The second delimitation. The employee handbook did not attempt to cover procedures that were not applicable to the entire library system. That is, specific departmental procedures, policies, and practices were excluded.

The third delimitation. No attempt was made to test the effect of the staff handbook or the orientation session on staff morale.

Definitions of Terms

Library procedure. Library procedures were those rules and guidelines that had been established by the Chief Librarian or the staff to aid in the efficient operation of the library system.

Library policy. Library policies were those rules and guidelines that had been formally adopted by the Weber County Library Board of Directors.

Employee handbook. An employee handbook was the institution's personnel policies, procedures, rules, and guidelines written into a usable guidebook for all staff members.

Orientation. Orientation was the basic introduction to the library system presented in such a manner as to move the employee into full production as soon as possible.

Library staff. The library staff consisted of all persons who received a wage or salary from the Weber County Library System.

Assumptions

The first assumption. There existed, and there continues to exist, a need for formal employee orientation at the Weber County Library. In other words, the staff did not have an adequate knowledge of library policies and procedures.

The second assumption. The employee handbook, once completed, would continue to be updated and used in employee orientation sessions at the Weber County Library.

The third assumption. The staff of the Weber County Library, at the time this project was conceived, was representative of the total population of prospective staff members.

The fourth assumption. The controlled orientation devised for use in this project did not differ significantly from the type of orientation that will be used in the future at the Weber County Library.

The fifth assumption. Formal orientation using a staff handbook as an intricate part of the process would result in higher staff morale and in better performance than would an informal orientation that did not use a staff handbook.

Chapter 2

LITERATURE SEARCH

The term "employee relations" has been used repeatedly in business and industry to describe the attitudes, reactions, and work association between the individual employee, or the employee group, and the institution or business. "Employee relations are a living and dynamic force and are built up or torn down in the day-by-day personnel relationships established at the bench, machine, or office desk."[1]

It was the consensus of the literature that the most important experiences in employee relations for the newly hired employee were his initial contacts with the company.

> It is in the pre-employment stage that long-lasting attitudes, perceptions, and motivations are shaped and solidified. While most companies acknowledge this by establishing an efficient and courteous recruitment and selection program, the smiles often vanish when the applicant finally casts his lot with the company.[2]

What was often forgotten at the induction stage was that it was not a one-dimensional process. That is, not only did the employer have the potential "yes" or "no" decision about

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[1]Philip Lesly, Public Relations Handbook (Englewood Cliffs, N. J.: Prentice-Hall, 1967), p. 105.

[2]William Penzer, "Employee Orientation: Does It Relieve Pain or Create It?" Management Review, 62 (July, 1973), 17.

policies, practices, and procedures, but at the base of the second dimension was the employee with his "yes" or "no" decision.[3]

In most cases, the employee was overwhelmed on the first day of his new job. He knew little about the company, its policies, practices, and procedures. The only people he knew were those he had met at the pre-employment meetings. He did not know his way around and countless questions filled his mind as he attempted to piece together the role he would play in this obscure drama.

> Most formal orientation programs fail to relieve this anxiety because, while the employee is focusing on himself and asking me-oriented questions, the company program is focusing on itself and giving me-oriented answers. Instead of responding to the needs of the new hire, it is often responding to its own need for self-aggrandizement.[4]

A well organized orientation program not only eased the employee's uncertainties and anxieties about a new job and a new work environment, but a well planned ongoing program also "created a favorable attitude toward the organization, provided opportunity for feedback and helped to avoid some of the factors which generated turnover, misunderstandings and grievances."[5]

The primary function of any human organization was communication. Whenever human beings were brought together to

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[3]John J. Leonard, "An Employee Induction Model," Personnel Journal, 51 (June, 1972), 419.

[4]Penzer, 18.

[5]Thomas LaMotte, "Making Employee Orientation Work," Personnel Journal, 53 (January, 1974), 35.

do something that required joint cooperation--making a product or producing a service--a point was reached where oral communication became more and more difficult. Eventually, the communication process broke down entirely. At this point, it became obvious that there was a need not just for the new employees, but for the seasoned employees as well, to possess a publication that would supplement oral communication or other forms of written communications such as letters, notes, and memoranda.[6]

One of the major problems of almost every organization was ineffective communication. The problem took many forms and it affected new and seasoned employees alike.

The realization of the existence of a communications problem at Blue Cross in Los Angeles prompted the Human Resources Department to develop and administer an opinion survey designed to obtain information in two areas:

> 1. To aid management and supervision in gathering information concerning their "people" problems and dissatisfactions
> 2. To permit employees the opportunity of venting their frustrations with reasonable expectation of corrective action being taken by supervision[7]

As a result of this formal survey, it was found that a majority of the employees did not know who their immediate supervisor was; that they had no idea what corporate policies

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[6]Lesly, p. 118.

[7]Paula Cowan, "Establishing a Communication Chain: The Development and Distribution of an Employee Handbook," Personnel Journal, 54 (June, 1975), 342.

were all about or how they were administered; that even though a policy manual had been given to each supervisor, the employees were not allowed to see it; and that the supervisors were found to be unwilling or unable to respond to their subordinates' questions on a timely or accurate basis. "As a result, employees often got no data about what was going on or an innacurate interpretation of corporate rules."[8]

In order to fill these needs of their employees, it was determined that an employee handbook would be devised and presented to each of them. The project was divided into six phases: (1) setting objectives, (2) research and content determination, (3) preparation of the handbook draft and legal review, (4) format, design and printing, (5) distribution, and (6) follow-up.[9]

The data from this and other similar projects designed to build employee relations have not been conclusive. The projects have lacked control and formal evaluation. However, they did point to a limited amount of success having been achieved using an employee handbook as the primary tool for the orientation of new employees, and as a means of reviving communications with older employees.

The best examples of handbook outlines in the library literature for those attempting to design an employee handbook

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[8]Ibid.

[9]Ibid.

as a tool for orientation were Personnel Organization and Procedure, published by the American Library Association, and Outline of a Personnel Organization and Policy Manual, published by the New York Library Association. The purpose of the American Library Association publication was twofold:

> First to treat systematically all of the generally accepted basic principles and procedures of sound personnel administration which should be considered by heads of libraries so that they can be clearly stated to, and fully understood by, members of the library staff. Second, to provide in this publication an example of such a statement written within a specific, if imaginary framework as an actual personnel manual or handbook.[10]

The purpose of the New York Library Association publication was to "serve as a guide for those who have not yet prepared a personnel manual, and as a checklist for those who have."[11] The author stated:

> No matter the size of a library, a personnel manual is essential, not only in fairness to the employees who have a right to know the staff policies of the library established by the Board of Trustees, but to the Director and the Board itself to eliminate the need for individual decisions in all cases touching on information contained in this outline, and to avoid conflicting decisions in similar cases.[12]

For the library that was developing or up-dating an employee handbook, these two publications were mandatory.

The best source for "how-to-do-it" information on the

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[10] American Library Association, Personnel Organization and Procedure (Chicago: American Library Association, 1960), p. 3.

[11] New York Library Association, Outline of a Personnel Organization and Policy Manual (New York: New York Library Association, 1975), p. 1.

[12] Ibid.

development of a handbook came not from the library literature, but from the literature of business and personnel management. The text, How to Develop a Company Personnel Policy Manual by J. W. Lawson, was unequaled in the literature.

This particular publication offered not only the basic outline provided by the two previously mentioned publications, but also basic help in developing these outlines into a viable handbook. For example, there were sections on the purpose and benefits of the handbook, who should use the handbook, who should have the authority and responsibility for preparing the handbook, sources of information for the handbook, what should not go into the handbook, the sources of outside help, format and organization, writing drafts, production of the handbook, and keeping the handbook up-to-date.[13]

Perhaps the most useful features were the section checklists that could be used to help determine the various policy items that should be incorporated in each of the broad sections or chapters of the handbook, as well as sample policy statements which covered all of the items in the checklist. These sample policies could be used as a guide for developing policy statements for the handbook where the institution either did not have a formal statement, or where the present policy was out of date.

A Critique of the Literature

There was strong support in the literature for

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[13] J. W. Lawson, How to Develop a Company Personnel Policy Manual (Chicago: Dartnell, 1974), p. iv.

the development of an employee orientation procedure and for the development of an employee handbook. Unfortunately, the studies reported reflected a "defensive" attitude toward their development and use rather than participative personnel practices that might have motivated the employees to develop their skills and abilities. In order to understand the effects of this defensive attitude or leadership style on the success of the orientation program and the staff handbook, it was necessary to review recent trends in personnel management theory.

Douglas McGregor adoressed the problem of leadership style in his book, The Human Side of Enterprise. In this book, McGregor hypothesized that there were two sets of "assumptions" about man and his relation to work. "Theory X" managers, the defensive type, saw their personnel as lazy, unmotivated beings in constant need of control. "Theory Y" managers, on the other hand, saw their employees as willing, capable individuals anxious to seek responsibility and able to discipline themselves.[14]

Rensis Likert in his book, New Patterns of Management, built on McGregor's theory but went on to suggest that radical changes in the use of management data would be necessary for those who would attempt to develop the full potential of their employees. In fact, Likert went so far as to say that people should be managed as carefully as the organization's physical and financial assets.[15]

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[14]Douglas McGregor, The Human Side of Enterprise (New York: McGraw, 1967).

[15]Rensis Likert, New Patterns of Management (New York: McGraw, 1961).

Chris Argyris built on the theories of Likert and McGregor but concerned himself chiefly with building consistency into individual and organizational goals. He felt that as individual and corporate goals were combined, the employee would become motivated to produce to the best of his ability. He also felt that organizations that forced their employees into becoming passive on vital corporate issues would succeed only in stifling their employee's psychological and professional growth.[16]

Robert Blake and Jane Mouton integrated the research of Likert, Argyris, McGregor and others into a simple tool for analyzing and attempting to change organization and management styles. Blake and Mouton based their theory on their concern for people as well as on their concern for production. In their theory, a "9,1" manager, one who valued physical assets but not personnel, looked much like the Theory X type. The "9,9" type, those high on people and on physical assets, paralleled Theory Y.[17]

It was the consensus of these personnel management experts that Theory X or 9,1 managers did not motivate their employees to produce. Ironically, the literature on employee handbooks and employee orientation failed to take advantage of

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[16]Chris Argyris, Integrating the Individual & the Organization (New York: Wiley, 1964).

[17]Robert Blake and Jane Mouton, Managerial Grid (Houston: Gulf, 1972).

these findings. The reports repeatedly referred to the employee handbook as a tool to be developed for and used by management to control the ranks. The reports also referred to employee orientation sessions in much the same manner. That is, the sessions were developed by top management with little opportunity for input from the rank and file.

Paula Cowhan in her article, "Establishing a Communication Chain: The Development and Distribution of an Employee Handbook," characterized the management style represented by the literature with the following statement: "The handbook had to reflect accurately the attitude of corporate management toward the value and content of the book."[18] She was typical in her failure to mention the importance of the handbook reflecting accurately the attitudes of the staff toward the value and content of the book.

Frederick Herzberg in his book, Work and the Nature of Man, contended that it was not the fringe benefits and working conditions that motivated the employee to do better. Rather, he claimed, it was responsibility, opportunity for achievement, and personal recognition that were the motivating factors.[19]

If Herzberg and the other personnel management experts were correct, it followed that if an employee handbook or an employee orientation process were to be successful, that it would

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[18]Cowhan, 343.

[19]Frederick Herzberg, Work and the Nature of Man (New York: Crowell, 1966).

have to be remembered that all employees want and need to know their work environment and their roles in it, and that employees need to be able to achieve their own career objectives as well as those of the organization. To do this, the administration would have to allow the staff an opportunity for achievement and personal recognition or the organization would not succeed in reaching its optimum level of performance.

A second criticism of the literature resulted from the lack of experimental design and control over the production of the employee handbook and its use in the orientation process.

Paul D. Leedy in his book, Practical Research: Planning and Design, defined research as having seven characteristics or steps which appear sequentially:

> 1. Research begins with a question in the mind of the researcher . . . .
> 2. Research requires a plan. Research is not hoping naively that somehow, in some way, you will discover fortuitously the facts that you need or the truth that you seek. It is not aimless, undirected activity . . . . Research, rather, entails a definite plan, direction, and design . . . .
> 3. Research demands clear statements of the problem. The reason for this is obvious: before we begin we must understand the problem and look at it objectively . . . .
> 4. Research deals with the main problem through subproblems. Most researchable problems have within them various other problem areas of lesser breadth and importance . . . all of which when resolved will result in the solution of the main research problem . . . .
> 5. Research seeks direction through appropriate hypotheses. Having stated the problem and the attendant subproblems, the subproblems are then each viewed through logical constructs called hypotheses. A hypothesis is a logical supposition, a reasonable guess, an educated conjecture which may give direction to thinking with respect to the problem and, thus, aid in solving it.
> 6. Research deals with facts and their meaning . . . . The next step is to collect whatever facts seem to be pertinent to the problem and to organize them into meaningful aggregates, capable of being interpreted . . . .

> 7. Research is circular . . . . In the . . . process of solving problems, we create more problems; consequently, research continues progressively onward.[20]

While Leedy and others have developed practical plans and designs for the research project, the projects undertaken by those concerned with the development of a staff handbook or with the implementation of an orientation session have totally ignored the area of research design. The programs they have developed have usually begun with a question as Leedy suggests, and many of them have had a clear statement of the problem. However, not one of the projects had a clear statement of the subproblems or the hypotheses. Needless to say, data were not collected, organized and interpreted in order to give meaning to the projects, and because research is circular, nothing grew out of these pseudo-research projects.

In summary, the weakness of the literature was really twofold: recent trends in personnel management theory have been ignored, and the projects reported have lacked the design and control that could have given real meaning to the data gathered.

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[20]Paul D. Leedy, Practical Research: Planning and Design (New York: Macmillan, 1974), pp. 5-7.

Chapter 3

METHODOLOGY

The first step taken in implementing this research project was to receive formal permission for the project from the Chief Librarian of the Weber County Library. This permission was requested first in person and later in writing.

Permission having been secured, the second step was to gather the information needed to compile a meaningful staff handbook. This information was gathered by consulting the literature, by consulting the "policy folder" in the library files, by reading the minutes of the meetings of the Library Board of Directors, and by obtaining a copy of the manual for the Weber County Merit System.

This accomplished, a basic outline was produced. The outline was presented to all library department heads at their weekly meeting, and their suggestions for improvement were noted and included. The revised outline was then posted on the staff bulletin board for the general staff to consider. Their suggestions for improvement were also included. The revised outline was then discussed with a committee that had been elected by the general staff to give input and assistance on the project. This committee was made up of three staff members who represented both the full-time and part-time staff members as well as the

professional and support staff. The committee presented the final draft of the outline to the Chief Librarian who gave his permission to begin writing the handbook.

While the handbook was in process, the staff (with the exception of the elected committee) was excluded from the process so as not to bias the data that were to be gathered at a later date.

Upon completion of the written document, it was presented to three individuals for their consideration. These individuals included the Chief Librarian of the Weber County Library, the Weber County Personnel Director, and the Chairman of the Weber County Merit Council. Their criticisms and suggestions were taken, the copy was corrected and the masters were typed for the press. The elected staff committee participated in the entire process including the proofreading of the masters before sending them to be printed.

While the printing was under way, a written test, or questionnaire as it was called, was developed. This questionnaire was to be used to test the present knowledge of the staff as to their understanding of library policy and procedure, and it was also to be used as the post-test to measure the effect of the handbook and the orientation procedure. The questionnaire contained one hundred questions that were based on library policy and procedures as outlined in the staff handbook. The elected staff committee aided in developing the questionnaire. Once the questionnaire was completed, it was validated by administering it to a group of twelve, seasoned library volunteers.

The volunteers made a number of suggestions for improvement of the questionnaire. These suggestions were included in the final draft before it was printed. (See Appendix A.)

A checklist was then devised to include the topics which were to be covered in the up coming orientation sessions. The items included on the checklist served as discussion topics for the orientation sessions, and they paralleled the information that was contained in the staff handbook. This checklist was compared to the Brooklyn Induction Check-list, a standard in the field, to help assure inclusion of all items of importance in the discussion outline.[21] (See Appendix B.)

The handbook, written test, and orientation checklist completed, the next step was to gather data about the staff so that they could be randomly divided into groups controlling as much as possible for experience and supervisory responsibility. These data were gleaned from the staff personnel files. Using the data gathered, the staff was divided into four groups. The first group consisted of eleven staff members who had worked for the library less than one year and who had been filling supervisory positions. The second group consisted of twenty one staff members who had worked in the system more than one year and who had been filling non-supervisory positions. The third group consisted of thirteen staff members who had been in the system less than one year and who had been filling non-supervisory staff positions.

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[21] Kathleen B. Stebbins, Personnel Administration in Libraries (New York: Scarecrow, 1966), pp. 47-52.

The fourth group was made up of thirteen staff members who had worked for the library more than one year and who had been working in supervisory positions.

The staff members were randomly assigned from these four groups which controlled for experience and supervisory responsibility to two treatment groups and to one control group. That is, the two treatment groups and the control group each contained randomly selected staff members from the four controlled groups.

The questionnaire was then administered to all library employees. They were assigned a number to put on their questionnaire so that the results could be tabulated without reference to name, and also so that the data received could eventually be evaluated in light of the two controlled variables, experience and supervisory responsibility.

Treatment group one was then given copies of the newly produced staff handbook and told to "take one hour of library time to become familiar with it." They were also told that their immediate supervisor would be available to answer any questions they might have had as to its contents and interpretation.

Treatment group two was also given copies of the handbook along with the same instructions given to group one. However, group two was also scheduled, in sub-groups of four or five, to attend an orientation meeting. The meeting was held in the library board room. The head of the fine arts department was placed in charge of the orientation sessions. She discussed the handbook and the prepared checklist and stopped frequently to ask

for opinions and to answer questions. Questions answered and the discussion completed, the staff members were dismissed.

The control group was told that they would be the last group to be given the handbook and the orientation. In fact however, they did not receive either of them before taking the post-test. They were told that the final batch of handbooks would be off the press soon and that they would receive them in the very near future.

At a second general staff meeting held two months after the initial meeting where the pre-test had been administered, the post-test was administered to all three employee groups. After the questionnaires had been completed, they were gathered and the entire project was explained to the staff. Handbooks were also given to the control group at this time.

The pre-test and the post-test questionnaires were then scored, keypunched, and an analysis of covariance was done using the MAD program which was available in the Brigham Young University Statistics Library.

Chapter 4

RESULTS

An analysis of covariance using the MAD program which was available in the Brigham Young University Statistics Library illustrated that there was a significant difference between the gain scores (pre-test minus post-test scores) of the three employee groups; that there was a significant difference between the gain scores of treatment group one and treatment group two; and that there was also a significant difference between the gain scores of the two treatment groups when compared to the control group.

The analysis of covariance also showed, however, that there was a significant difference between the pre-test scores of the three groups before any treatment was given. For example, the pre-test mean for treatment group one (staff handbook) was 30.023; the pre-test mean for treatment group two (handbook and orientation) was 26.86; and the pre-test mean for the control group was 36.621. (See Table I.) The analysis of covariance of these pre-test means showed that the F-Ratio was 11.511 with one degree of freedom which yielded a probability of 0.001. (See Table II.)

In order to compensate for the significant difference in the pre-test means before treatment was given, the gain scores were statistically adjusted. This adjustment was an

automatic process accomplished by the MAD program. The gain of treatment group one, 22.15, was adjusted to 21.931; the gain score of treatment group two, 40.167, was adjusted to 38.585; and the gain score of the control group, 5.5833, was adjusted to 8.1975. (See Table I.)

Table I

Sample Sizes and Means Associated With Analysis of Covariance on Gains from Pre-test to Post-test With Pre-test as a Covariate

Source	Level	Number	Pre-test Mean	Gain (Pre-test Minus Post-test)	Adjusted Gain
Treatment	Staff Handbook	21	30.023	22.15	21.931
	Handbook & Orientation	18	26.85	40.167	38.585
	Control	19	36.621	05.5833	08.1975

The first hypothesis stated: There will be no difference in understanding of library policies and procedures by employees who receive a personal copy of the library handbook. However, an analysis of covariance on the gains from pre-test to post-test with the pre-test as a covariate showed that the adjusted gain of treatment group one (handbook) was 21.931 as compared to 38.585 for the second treatment group (handbook and orientation) and 8.1975 for the control group. (See Table I.) The analysis of covariance also showed that there was a significant

difference between these gain scores of the three employee groups. The F-Ratio of the gain scores of the three groups was 37.7694 with two degrees of freedom which yielded a probability of .001. (See Table II.) Hypothesis one was therefore rejected at the .001 level of confidence.

Table II

Analysis of Covariance on the Gains from Pre-test to Post-test With Pre-test as a Covariate

Source	df	Sum of Squares	Mean Squares	F-Ratio	P
Pre-test (Covariate)	1	1073.6	1073.6	11.511	.001[a]
Handbook vs. Handbook & Orientation vs. Control	2	7045.2	3522.6	37.7694	.001[a]
Handbook, Handbook & Orientation vs. Control	1	5081.6	5081.6	54.485	.001[a]
Handbook vs. Handbook & Orientation	1	2530.5	2530.5	27.132	.001[a]

[a]Analysis of covariance significant at the .001 level.

The second hypothesis stated: There will be no difference in understanding of library policies and procedures by employees who receive a personal copy of the library handbook and a formal orientation to the library system. However, the analysis of covariance on the gains from pre-test to post-test with the pre-test as a covariate showed that the adjusted gain of

treatment group two (handbook and orientation) was the highest of the three employee groups. The gain of treatment group one (handbook) was 21.931. The gain of treatment group two (handbook and orientation) was 38.585. The gain of the control group was 8.1975. (See Table I.) The analysis of covariance also showed that there was a significant difference between the gain scores of the three treatment groups. The F-Ratio of the gain scores of the three groups was 37.7694 with two degrees of freedom which yielded a probability of .001. (See Table II.) Hypothesis two was therefore rejected at the .001 level of confidence.

In summary, the analysis of covariance on the gains from pre-test to post-test with the pre-test as a covariate showed that there was a significant difference between the three employee groups. In other words, there was a significant difference between the group which received the staff handbook, the group which received the staff handbook and the orientation, and the control group which received neither the handbook nor the orientation.

The data further indicated that there was a significant difference between treatment group one and treatment group two. That is, the group that received the handbook and the orientation scored significantly higher on the post-test when compared to the group that received only the handbook. The F-Ratio for these two groups was 27.132 with one degree of freedom which yielded a probability of .001. (See Table II.)

Yet another area of interest indicated that there was a

significant difference between the gain scores of treatment group one and treatment group two when combined and compared to the control group. That is, the group that received the handbook and the group that received the handbook and the orientation scored significantly higher on the post-test when compared to the control group which received neither the handbook nor the orientation. The F-Ratio for this analysis was 54.485 with one degree of freedom which yielded a probability of .001. (See Table II.)

It should be further noted that treatment groups one and two were the only groups of the original three that successfully scored at least 50 percent on the post-test. Treatment group one (handbook) had a pre-test mean of 30.023 and an adjusted gain of 21.931 for a post-test average of 51.954 percent. Treatment group two (handbook and orientation) had a pre-test score of 26.85 and an adjusted gain of 38.585 for a post-test average of 65.435 percent. The control group had a pre-test mean of 36.621 and an adjusted gain of 8.1975 for a post-test mean of 44.8185 percent.

Chapter 5

SUMMARY AND CONCLUSIONS

This research project proposed to: (1) determine the effect of an employee handbook on staff knowledge of library policies and procedures, and (2) determine the effect of an employee handbook supplemented by a formal orientation procedure on staff knowledge of library policies and procedures.

The data needed were obtained from three randomly selected groups of library staff members in a pre-test, post-test situation. After administering the pre-test, the twenty one employees in treatment group one were given the newly developed staff handbook; the eighteen employees in treatment group two were given the handbook and an orientation; and the nineteen employees in the control group were given neither the handbook nor the orientation. Two months after the initial contact with the pre-test, the post-test was administered. The test results were then analyzed using the MAD program which was part of the Brigham Young University Statistics Library.

The analysis of the data revealed that there was a significant difference in the gain scores of the three employee groups. Treatment group one, the group that received the staff handbook, had an adjusted gain score of 21.931. This gain was significantly larger than the gain score of the control group which was only 8.1975. The significance of the gain of

treatment group one becomes even more evident when compared to their pre-test average of 30.023.

It was important to remember that the treatment groups were composed of regular library staff members, not of new recruits or of employees who were totally unfamiliar with the library system. It was possiole that if the tests had been administered to new staff members that the gain score might have been even greater. In other words, the staff handbook might conceivably have been even more effective if had been used with employees who had little or no experience in the library system. While the new employees might have gained more initially in their first contact with the handbook, it seemed unrealistic to expect that the post-test average of the new employee would have been as high as was calculated for treatment group one. That is, the gain score of a new employee might have far exceeded the gain score of the test group, but the post-test score would probably have been lower reflecting their lack of experience in the library system.

The staff handbook, without any other form of formal orientation to the system, would not likely have enabled the new employee to score at least 50 percent on the pre-test. However, a score of 50 percent or higher might have been considered necessary in order to assume that the staff had had an adequate knowledge of the mechanics of the library system. It seemed safe to say that the handbook produced a significant difference in the understanding of policies and procedures in the system, but that it did not result in a truly knowledgeable staff.

Treatment group two, the group that received the handbook and the orientation, had an adjusted gain score of 38.585. This gain was significantly larger than the gain of treatment group one which was 21.931. It was also significantly larger than the adjusted gain of the control group which was only 8.1975.

It must again be pointed out that the gain score would have probably been much larger if the treatment group had been composed of new library staff members, but that the post-test mean would have probably been lower than the one obtained in this study. The post-test mean for this group was 65.435, still less than might have been expected from a truly well informed staff. However, treatment group two answered two and one half times more questions correctly on the post-test than they had two months earlier on the pre-test. Considering the difficulty of the test and the makeup of the treatment group--everyone from professional librarians to maintenance people--the post-test mean was more than promising.

These results suggested that a handbook used in conjunction with a formal orientation session was significantly better than the use of the handbook alone. This might have been the case for many reasons. For example, it might have been that the written handbook could not have been read by all employees. Or, perhaps the handbook might have been read but not interpreted correctly. Perhaps the staff members were stimulated to learn by the opportunity to attend an orientation meeting that was designed to answer questions they had about the system

and its effect on their particular jobs. Perhaps staff members learned better in this group because the material was presented in a variety of ways: written, verbal, and so forth. Whatever the reason, this group outdistanced the other two employee groups in their ability to correctly respond to the questionnaire.

The control group received neither the handbook nor the orientation. Yet, they too showed a significant gain in their pre-test, post-test scores. While their adjusted gain was only 8.1975, the gain was a significant improvement over the pre-test mean of 36.621. In other words, they were able to answer approximately 25 percent more questions correctly on the post-test.

The reason for this gain in the control group could only be surmised. Perhaps the learning was a result of their contact with the pre-test. That is, perhaps taking the pre-test motivated them to seek additional information from a supervisor, another staff member, or from the Merit System Handbook. It might also have been that some of the nineteen group members borrowed a staff handbook from a fellow staff member in treatment group one and therefore gleaned information that was of special interest to them. The orientation sessions created interest in library policies and procedures. Undoubtedly, the discussions that developed in the sessions carried over into the work environment and involved some members of the control group in a learning situation. It seemed feasible that a new employee, without the benefit of the interest that developed on the part of the staff by the very existence of this study, might not have had an adjusted gain as large as 8.1975.

At any rate, the gain of the control group suggested that the interest generated by the involvement of a portion of the staff, treatment groups one and two, might well have had a motivating effect on the uninvolved staff members which resulted in some learning.

The gain scores of the individual members of the control group ranged from a plus 1 (one), the lowest gain of any employee in any of the three groups, to a plus seventeen. Two additional members of the control group received relatively high adjusted gains of 14 and 15. These scores seemed to suggest that a contamination of the control group had definitely taken place.

At any rate, the gains exhibited by the three employee groups suggested that the staff members were anxious to learn more about the institution which employed them. The gains also suggested that many methods of staff development might have proved to be effective. If there had been neither the time, the money, nor the talent available to produce a handbook and an orientation procedure, than a handbook might well have been of significant value. If both the handbook and the orientation had been beyond the resources of the system, other, more simple methods of induction might have proved to be effective. However, from the treatments used in this study, the data strongly indicated that the handbook when used in conjunction with a formal orientation procedure, resulted in the greatest gain on the part of the staff.

In light of the data gathered, it seemed that a number of recommendations could be made to the administration of the Weber County Library and to the library profession at large. First,

the Weber County Employee Handbook should be periodically updated and revised in order to insure that library policies accurately reflect the ever changing face of the library profession. Every staff member should be given a copy of the handbook and should be encouraged to refer to it whenever questions arise. Libraries without an employee handbook should seriously consider the benefits it can provide. Even if the first edition of the handbook has to be small, it should be produced. Later, when it is revised, it can be improved and expanded upon.

Second, the handbook should be supplemented by a formal orientation procedure for maximum benefit, and the orientation session and the handbook should complement each other in providing policy and procedural information. A knowledgeable individual should be put in charge of all orientation sessions to insure the consistent quality of the induction procedure.

Third, the orientation procedure and the staff handbook should be employee oriented. That is, they should remain in the hands of the staff members themselves and should be compiled, produced, and administered by the staff in cooperation with the library administration.

Fourth, all library staff members should receive an "updated" orientation at least once each year in order to help them keep up with the changes inherent in the system. All new employees should, of course, receive the handbook and the orientation immediately after starting their new jobs. While these two orientation sessions might be different in scope, the purpose of both would be to answer the "me-oriented" questions of

the employee and to begin to establish a communications chain between the new employee and the other members of the staff.

While the data gathered for this project were sufficient for drawing conclusions about the problem addressed in this research, additional study needs to be done in many areas. For example, a basic weakness of this study resulted from the omission of a treatment group that would have received the orientation only. It is very possible that the orientation might have resulted in a gain a large as the gain of treatment group two that received both the orientation and the handbook. In other words, the orientation session might be every bit as effective in changing the pre-test, post-test scores as the orientation and hanbook were in this study.

A study should also be conducted to determine the effects of the various treatments--manual, manual and orientation, orientation, and so forth--on certain independent variables such as sex, age, educational level, years of experience, and job type. This data could then be used to determine if there is an optimum method of inducting different types of employees.

A study should be completed to determine the effects that different methods of presenting policy and procedural information might have on employee understanding. For example, would a slide/tape presentation, a video tape presentation, or a programmed text result in yet another significant gain in understanding of policies and procedures on the part of the staff?

Of course, the overall effect of the handbook and the orientation procedure should also be established by the

repetition of this study using only new recruits in the treatment groups. This study could be done over the next year in order to determine if the conclusions drawn from this study were really applicable to new employees as well as to regular staff members.

In order to obtain possible answers to the above questions, much time and additional research would be necessary.

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APPENDIX A

QUESTIONNAIRE

QUESTIONNAIRE

Employee Number _____

Date _____

INSTRUCTIONS: Circle the number that corresponds to the BEST answer for each question. Choose only ONE answer for each question.

1. The following is (are) true of all library meeting rooms--class room, board room, special collections room, auditorium, and conference rooms--

   1. all meeting rooms are available free to the public
   2. all rooms are available on a "first come, first serve" basis
   3. all rooms can be reserved in advance
   4. church groups and civic groups are given priority over other groups in use of the rooms
   5. food and drink are not allowed in any of the rooms
   6. 1 and 3 of above
   7. 2 and 4 of above
   8. 1 and 2 of above
   9. 2 and 5 of above

2. In case of an injury to a library patron requiring emergency treatment, a staff member should

   1. call the police department
   2. call the paramedics and an ambulance
   3. call the Weber County Health Department
   4. call the fire department rescue squad
   5. administer first aid and notify a family member of the injury
   6. none of the above are correct

3. All publicity dealing with the library must

   1. be written by department heads
   2. be approved by department heads
   3. be approved by the Chief Librarian
   4. be written by the library reporter
   5. 1 and 4 of above
   6. 2 and 3 of above
   7. 3 and 4 of above
   8. none of the above are correct

4. The following were initiated, at least in part, by public request

   1. a smoking area for the public (in the upstairs conference room)
   2. inclusion of Playboy in the library collection
   3. Sunday opening of the library
   4. pen and pencil machines in the lobby
   5. 1 and 4 of above
   6. 2, 3, and 4 of above
   7. 1, 2, 3, and 4 of above
   8. none of the above are correct

5. When a patron discovers a book or other library material that he considers to be communist, obscene, or is in some other way offensive, he is told

   1. that the book will be discarded
   2. that the book will be placed on restricted shelving--on reference
   3. if it is a children's book, that it will be transferred to an adult department
   4. that before any action can be taken he must fill out a form explaining why he objects to the book and that he must sign the form
   5. to speak to the Chief Librarian about the material
   6. to put a note in the patron suggestion box
   7. 1 and 6 of above
   8. 2 and 5 of above
   9. none of the above are correct

6. Library job descriptions are used to describe the person working in a particular job

   1. true
   2. false

7. The kitchen committee is responsible for

   1. cleaning the coffee pot and tables
   2. doing the dishes on a weekly schedule
   3. buying kitchen supplies
   4. all of the above are correct
   5. none of the above are correct, we do not have a kitchen committee because the various departments take turns on "kitchen duty"

8. Books are put on reference rather than cataloged to circulate if

   1. they cost more than $75.00
   2. they are of special value in answering questions but are of limited value for general reading or study
   3. they may be objectionable to the community and therefore some control of their use is required
   4. all of the above are correct
   5. 1 and 2 of above
   6. 2 and 3 of above
   7. none of the above are correct

9. The person who developed the system used to classify books at the Weber County Library was

   1. Herman Melville
   2. John Milton
   3. John Dewey
   4. Ronald Sears
   5. none of the above are correct

10. Staff members can purchase books through Baker & Taylor (our Jobber)

    1. for library patrons
    2. at a discount in price
    3. for themselves
    4. all of the above are correct
    5. 2 and 3 of above
    6. 1 and 3 of above
    7. none of the above are correct

11. ALL library staff members can belong to the following professional organizations

    1. The American Library Association
    2. The Utah Library Association
    3. The Mountain/Plains Library Association
    4. The Utah Educational Media Association
    5. All of the above are correct
    6. None of the above are correct

12. Every individual employed by the Weber County Library automatically belongs to the Weber County Library Staff Association

    1. true
    2. false

13. Personal telephone calls should

    1. be made only on breaks and lunch hours
    2. be made only from the telephone in the staff room
    3. not be made by an employee while in the library building
    4. be made from the phone in the department where the employee usually works
    5. should be made from the phone in the circulation department
    6. 1, 2, and 5 of above
    7. 1 and 2 of above
    8. 1 and 4 of above

14. At the present time the library is funded chiefly by

    1. state taxes
    2. local taxes
    3. fines and fees
    4. revenue sharing
    5. 1 and 4 of above
    6. 3 and 4 of above
    7. 1 and 2 of above
    8. none of the above are correct

15. The Weber County Library was originally founded as the Carnegie Free Library of Ogden in 1903

    1. true
    2. false

16. The official policy making body of the library is

1. the library department heads
2. the Chief Librarian
3. the Library Board of Directors
4. the Staff Association
5. the Weber County Commission
6. the Weber County Merit Council
7. none of the above are correct

17. In case of a death in an employee's family the following is (are) true

1. the death of a grandmother--employee receives 3 day leave with pay
2. death of mother or sister--employee receives 5 days leave with pay
3. death of wife or children--employee receives 10 days leave with pay
4. all of the above are correct
5. 1, 2, and 3 of above may be correct--it depends on what job you work
6. none of the above are correct

18. An employee needing to contact someone at the main library before 10 a.m. must

1. dial the regular library number listed in the phone book and wait for someone to answer
2. dial the regular library number listed in the phone book and wait for the tone, then leave a recorded message
3. dial a special number that will by-pass the answering device and wait for someone to answer
4. wait until 10 a.m. to call
5. call and let the phone ring five times, then call back
6. none of the above are correct

19. Visiting with friends and relatives during working hours

1. should never last more than a minute or two
2. should never occur
3. is charge for dismissal on the first offense
4. 2 and 3 of above
5. none of the above are correct

20. The card catalog can be used to

1. locate the call number of books housed in the library
2. locate magazines housed in the library
3. locate records and other media housed in the library
4. find out if a book has been ordered by the library
5. all of the above are correct
6. 3 and 4 of above
7. 1 and 3 of above
8. none of the above are correct

21. While large amounts of money are often kept in the library safe--fines, petty cash, and small budget appropriations--the money is safe because only a very few staff members have the combination and the Chief Librarian must sign for all withdrawals

1. true
2. false

22. Breaks are considered legal time off for the employee and as such can be used in the following ways

    1. for a brief period away from the job to rest and relax
    2. saved and taken at the end of each day allowing the staff member to go home 1/2 hour early
    3. added to lunch hour
    4. all of the above are correct
    5. none of the above are correct

23. In most libraries oversized books (those that are very large) are

    1. not purchased because they will not fit on the shelves
    2. purchased but are stored on special shelves somewhere in the library
    3. always put into special collections
    4. cut up and the pictures mounted on cardboard to make a mounted picture file
    5. none of the above are correct

24. In the Weber County Library, factual books about snakes can be found

    1. in the young adult department
    2. in the periodicals department
    3. in the audiovisual department
    4. in the children's department
    5. in the fine arts department
    6. in the reference and non-fiction department
    7. all of the above are correct
    8. 1, 4, and 6 of above
    9. 1, 2, and 5 of above

25. In keeping with requirements of the Weber County Health Department, all library patrons are

    1. required to wear shirts and shoes while in the library
    2. requested to wear shirts and shoes while in the library
    3. should be politely asked to leave if not wearing shirts and shoes
    4. 1 and 3 of above
    5. none of the above are correct

26. When a telephone line is in use, the button corresponding to the line will

    1. flash on and off rapidly
    2. remain lit
    3. flash on and off slowly
    4. 1 and 2 of above
    5. 2 and 3 of above
    6. 1 and 3 of above
    7. all of the above are correct
    8. none of the above are correct

27. While the library front door is locked before 10 a.m. each morning, staff members and selected patrons (those with reference material checked out or those needing to set up for a program at 10 a.m.) may enter through the back door

    1. true
    2. false

28. The Reader's Guide to Periodical Literature can be used

1. to locate books housed in the library
2. to locate magazine articles
3. to find out what is the feature article of this week's Time magazine
4. to find the price of popular magazines like Sunset, Reader's Digest, and Hot Rod
5. to find out which books are available in paperback
6. all of the above are correct
7. 2 and 4 of above

29. All library employees should park their cars

1. in the Deseret Gym parking lot
2. where it is most convenient in the library parking lot
3. on the street
4. in the north end of the library lot
5. in the east side of the gym lot
6. 1, 2, and 3 of above
7. 3 and 4 of above
8. 2 and 3 of above

30. Microfilm is

1. film on which printed pages, pictures, etc. are photographed in a reduced size for convenience in storage and transportation
2. film on which movies are made which is highly explosive
3. film used in microscopes to take pictures of bacteria and other small microbes for use in illustrating books and magazines
4. the film used in computers and also known as software
5. 1 and 4 of above
6. 1, 3, and 4 of above
7. none of the above are correct

31. Sick leave may be taken

1. for an employee dental appointment
2. by an employee suffering from a physical or mental illness
3. by an employee to care for a member of his immediate family who is ill
4. 1 and 2 of above
5. 2 and 3 of above
6. 1, 2, and 3 of above
7. none of the above are correct

32. Discarded books

1. can be taken home by employees after they have been marked "discarded"
2. are often destroyed
3. can be sold at public sale
4. must be kept "in storage" 6 months before being disposed of
5. may be given to patrons after being marked "discarded"
6. 1 and 3 of above
7. 1, 4, and 5 of above
8. 2 and 3 of above
9. none of the above are correct

33. Staff members are reimbursed for the following expenses incurred on the job

    1. luncheons they attend as a representative of the library
    2. mileage when one's own vehicle is used to accomplish library errands and it is not convenient for the staff member to use one of the library vehicles
    3. entertainment expenses for library related activities
    4. all of the above are correct
    5. none of the above are correct

34. A staff member can be dismissed, demoted, or fired for

    1. using sick leave when not actually sick
    2. misrepresenting his abilities on a job application
    3. not checking out library materials that are taken from the building
    4. taking uncataloged materials from the technical processing area
    5. all of the above are correct
    6. none of the above are correct

35. The library has the following items for patrons to check out

    1. flannel board stories
    2. large print books
    3. games and puzzles
    4. projectors
    5. encyclopedias
    6. posters
    7. engraving equipment
    8. all of the above are correct
    9. none of the above are c orrect

36. Library cards are unconditionally available to all individuals regardless of their

    1. race
    2. sex
    3. age
    4. place of residence
    5. status as a property owner
    6. 1, 3, and 4 of above
    7. 1, 3, and 5 of above
    8. 1, 2, and 5 of above
    9. all of the above are correct

37. Under the present Workman's Compensation Laws, there is no compensation paid for the first three days of an injury unless the disability extends beyond 21 days at which time the benefits date back to and including the first day following the injury

    1. true
    2. false

38. An employee can be demoted for

    1. inefficiency
    2. disciplinary reasons
    3. administrative reasons
    4. all of the above are correct
    5. none of the above are correct

39. When an employee needs additional sick leave beyond that which he has earned and has annual leave accrued he may

    1. elect to continue on with sick leave instead of using his annual leave
    2. must take leave without pay
    3. should use Workman's Compensation
    4. use his annual leave
    5. 1 and 5 of above
    6. none of the above

40. In the event that an employee is injured on the job, he has the option of either (a) applying for industrial compensation as provided and not using his accrued sick leave, or (b) applying for industrial compensation and at the same time remain on the payroll on sick leave at full salary until his sick leave is used, at which time, he may begin receiving industrial compensation benefits

    1. true
    2. false

41. The following individuals may qualify for membership in the Ogden Municipal Employees Credit Union

    1. employees of Ogden City, Weber County, Roy City, North or South Ogden, Washington Terrace, or any other city in this area
    2. a husband or wife of someone who is currently a member
    3. all unmarried children living in the home of a member
    4. 1 and 2 of above
    5. 2 and 3 of above
    6. 1 and 3 of above
    7. all of the above are correct
    8. none of the above are correct

42. Library Board members are

    1. elected by the community at large
    2. appointed by the County Commission
    3. paid for the time they serve on the board
    4. often called trustees
    5. responsible for hiring the Chief Librarian
    6. allowed to serve no more than three consecutive terms
    7. 1, 3, and 4 of above
    8. 2, 4, and 5 of above
    9. 2, 4, 5, and 6 of above

43. Under the Utah State Retirement System

    1. only individuals who work full time are eligible for membership
    2. all employees working 20 hours per week over a nine-month period are eligible for membership
    3. anyone wishing to become a member may join
    4. membership is compulsory for all full-time library employees
    5. 1 and 3 of above
    6. 3 and 4 of above
    7. 2 and 4 of above
    8. 1, 3, and 4 of above

44. Upon termination of employment a member of the Ogden Municipal Employees Credit Union must

1. withdraw all savings
2. forfeit membership
3. terminate all life insurance and disability insurance sponsored by the credit union
4. all of the above are correct
5. none of the above are correct
6. 1 and 3 of above
7. 1 and 2 of above

45. If the library is open on a legal holiday

1. employees may be required to work but must be paid time and one half
2. employees can't be required to work
3. 1 and 2 of above
4. none of the above

46. Under the Utah State Retirement System a woman retiring at age 65 is credited with slightly higher average annual earnings than men the same age because she works three years past her "normal" retirement age of 62, and therefore can substitute more years of higher maximum earnings for earlier years when maximum earnings were lower

1. true
2. false

47. Money collected from the copy machines in the library

1. is used to supplement the library equipment budget
2. is used to purchase new copy machines as needed
3. is turned into the county and goes into the general fund
4. is kept in the library safe and used for "special library projects"
5. is collected and kept by Weber Office Supply
6. 1 and 4 of above
7. none of the above are correct

48. Under present county procedure

1. there is no formal grievance procedure for employees to follow
2. there is a grievance procedure that must always be used for filing a grievance and this procedure is available in the Weber County Merit Book
3. there are two grievance procedures to be used by staff members--one when filing a grievance based on discrimination, and another when filing all other kinds of grievances
4. none of the above are correct

49. Equal employment opportunity

1. is the law
2. is supported by an official policy developed by the Weber County Commission
3. is supported by an official policy adopted by the library board
4. is an attempt to guarantee equal opportunity in all personnel actions
5. is the goal of all affirmative action measures
6. all of the above are correct
7. 1, 3, and 4 of above
8. 3, 4, and 5 of above

50. Members of the Ogden Municipal Employees Credit Union may

1. borrow $3,000 maximum on their signature and $10,000 maximum per person per family
2. make excess payments on a loan to reduce the total interest paid without a penalty charge for pre-payment
3. have payroll deductions deposited directly into their credit union account
4. all of the above
5. none of the above
6. 1 and 3 of above
7. 2 and 3 of above

51. The rules and regulations that govern every employee of the library are contained in

1. the Merit System Handbook
2. the Utah Code
3. the Weber County Employee Handbook
4. none of the above

52. In order to qualify for tuition reimbursement under the present library training policy an employee must

1. take a class that relates to his work at the library
2. receive permission from the Chief Librarian prior to enrolling in the class
3. pass the class with a satisfactory grade
4. take classes that will apply toward an advanced degree
5. all of the above
6. 1, 2, and 4 of above
7. 1, 2, and 3 of above

53. The Fair Labor Standards Act is also called

1. the Equal Employment Opportunity Act
2. the Federal Minimum Wage Law
3. the Utah State Retirement Act
4. the Workman's Compensation Law
5. none of the above

54. While each full time and each part time employee of the Weber County Library accrues vacation leave,

1. the rate of accrual differs according to the employee's salary
2. the rate of accrual differs according to the employee's job number
3. the rate of accrual differs according to the employee's total number of years employed
4. the rate of accrual differs according to the rate set at the first of each year by the Weber County Commission
5. the rate differs according to total number of hours worked
6. 1 and 3 of above
7. 3 and 5 of above
8. 2 and 4 of above

55. On December 1, 1976 all employees who have accrued unused sick leave over the past year will

1. be paid cash for 25% of all unused sick leave
2. be given the opportunity to transfer 25% of their sick leave to vacation leave
3. be given a choice between 1 and 2 of above
4. none of the above are correct

56. The following is (are) true concerning maternity leave

1. pregnancy is considered as a temporary disability and is treated as such in decisions pertaining to employee benefits
2. the beginning of either paid or unpaid leave required by pregnancy begins no later than the beginning of the eighth month of the stated pregnancy
3. if an employee does not have paid leave available, she may be placed on appropriate leave without pay
4. all of the above are correct
5. 1 and 2 of above
6. 2 and 3 of above
7. 1 and 3 of above

57. Patrons are not permitted to do the following in the library

1. eat
2. talk
3. smoke
4. enter if not wearing shirts and shoes
5. leave small children unattended
6. 1, 3, and 4 of above
7. 1 and 5 of above
8. 1 and 3 of above
9. 3 and 4 of above

58. The direct telephone line to Salt Lake City can be used

1. by library employees only for library business
2. by patrons seeking information from Salt Lake City
3. for personal calls only after 5 p.m. when all other Weber County offices are closed
4. all of the above are correct
5. none of the above are correct

59. In case of an emergency in the library you should

1. call the police
2. if your supervisor is off duty, call him (her) at home for advice
3. if the Chief Librarian is off duty, call him (her) at home for advice
4. seek the advice of the senior person in charge or if you cannot locate someone in charge make a decision yourself
5. none of the above are correct

60. Department heads meet once each week in department head meeting to

1. make library policies
2. discuss issues that are of importance to the system and to gather information to communicate to other employees
3. serve as the library "book selection" committee
4. 2 and 3 of above

61. The Weber County Library

1. will borrow books for patrons from other libraries
2. will deliver books to shutins
3. places small deposits of books out in the community to aid access to library materials
4. has materials in many languages
5. will order books directly from our jobber for our patrons
6. all of the above
7. 1, 2, 4, and 5 of above
8. 1, 2, 3, and 4 of above
9. 2, 3, and 4 of above

62. The following positions are considered to be exempt from the Weber County Merit System

1. the heads of the major departments of Weber County
2. elected public officials
3. non-career employees compensated for their services on a seasonal basis
4. all of the above are correct
5. 1 and 3 of above
6. 2 and 3 of above
7. 1 and 2 of above

63. A person applying to work at the library may be disqualified as an applicant if

1. he does not meet the basic requirements of the job
2. he is too disabled to be able to perform the job
3. he is addicted to drugs or uses achohol in excess
4. all of the above
5. none of the above

64. Graduation from a standard senior high school is recognized if the applicant for a job

1. is a regular employee of Weber County
2. has been accepted for full matriculation by an accredited college or university
3. has passed a general educational test
4. All of the above
5. none of the above
6. 2 and 3 of above

65. Job descriptions are used by the county personnel director

1. to determine whether an applicant or an employee meets minimum requirements for a particular job
2. to describe the employee that is presently filling the job slot
3. all of the above are correct
4. none of the above are correct

66. All new employees under the Merit System are subject to a

1. six month probation period
2. three month probation period
3. one year probation period
4. no probation period
5. a probation period based on the job number

67. The following is (are) true of the staff bulletin board

1. any staff member or volunteer can post items there
2. all department heads are required to post weekly work schedules there
3. notices of staff interest--parties, special opportunities, etc.--are posted there
4. materials that must be posted to meet legal requirements are posted there
5. all of the above are true
6. none of the above are true

68. In order to insure the dignity of the library and to avoid offending the staff and patrons, the following individuals should, whenever encountered, be asked to leave the library

1. people who are sleeping in the library
2. people with small children who are crying
3. drunks
4. people not wearing shirts and shoes
5. children who are running through the building
6. people who are "weird" or potentially harmful
7. all of the above are correct
8. 4, 5, and 6 only
9. none of the above are correct

69. A staff member who calls an ambulance for an injured patron

1. may have to pay for the ambulance if the patron refuses to do so
2. may be sued if the patron did not require emergency treatment yet was taken to the hospital
3. legally assumes responsibility for the notification of the injured person's family
4. is protected from financial responsibility by the library's insurance policy
5. without proper authorization from the library administration is in a lot of trouble
6. 1 and 2 of the above
7. 1 and 5 of the above
8. none of the above are correct

70. An employee on probation may be separated from the job

1. without the right of appeal or hearing
2. must be given reasons for the dismissal in writing
3. after completing only one month of work
4. only after working a minimum of six months
5. 1 and 2 of above
6. 2, 3, and 4 of above
7. 1, 2, and 3 of above
8. 2 and 3 of above

71. Within the library setting, the following has (have) no <u>authority</u> in resolving grievances

1. Merit Council
2. UPEA (Utah Public Employees Association)
3. Weber County Equal Employment Opportunity Officer
4. the Chief Librarian
5. none of the above

72. Library Board meetings are

1. held on a regular schedule
2. open to the public
3. open to the staff
4. open to the press
5. all of the above are correct
6. none of the above are correct
7. 1 and 2 of above

73. The library grounds are cared for by

1. the library staff
2. the Weber County Parks Department
3. the Ogden City Parks Department
4. library volunteers and fine people only
5. none of the above are correct

74. All coin operated copy machines in the library

1. are available for limited free staff use
2. are owned by the library
3. are serviced by the library
4. are capable of reproducing black and white and shades of grey
5. all of the above are correct
6. none of the above are correct

75. The library (in conjunction with Weber County) has an insurance policy that

1. covers the library building
2. provides special coverage for library materials
3. covers liability if patrons are injured in the library building
4. covers liability if staff members are injured in the library building
5. covers theft of personal property
6. none of the above are correct
7. 1, 2, and 3 of above
8. 2, 3, and 4 of above
9. 1 and 2 of above

76. Minutes of the Library Board meetings are

1. posted on the staff bulletin board
2. secret
3. published in the Ogden Standard Examiner
4. available to staff members upon request
5. 1, 3, and 4 of above
6. 1 and 4 of above
7. none of the above are correct

77. Another title for the Library Development Board is

1. Library Board of Directors
2. Weber County Development Board
3. Friends of the Library Board
4. Volunteer Board
5. none of the above are correct

78. Who has access to an employee file (personnel file)

1. library administration
2. prospective future employers with the permission of the employee
3. each employee has access to his own file
4. 1 and 2 of above
5. 1 and 3 of above
6. 1, 2, and 3 of above
7. none of the above

79. Staff members wishing to resign their position must

1. give two weeks notice
2. give four weeks notice
3. give one week notice
4. give notice according to the type of job they are currently in
5. work until a suitable replacement is found

80. The following is (are) true of the library dress code

1. there is no dress code
2. the dress code is updated and revised on a regular schedule
3. jeans cannot be worn by girls
4. jeans cannot be worn by boys
5. each department head sets his (her) own dress code
6. stockings must be worn by all employees
7. 3 and 4 of above
8. 1 and 5 of above
9. 2, 3, and 6 of above

81. A copy of the Weber County Merit Book must be made available to every employee by

1. his supervisor
2. the Chief Librarian
3. the Weber County Personnel Director
4. all of the above are correct
5. none of the above are correct
6. 2 and 3 of above

82. The following individuals/groups are available to any employee seeking information about job related problems

1. Weber County Personnel Director
2. Weber County Library Staff Association Officers
3. Weber County Equal Employment Opportunity Officer
4. all of the above are correct
5. 1 and 2 of above
6. none of the above are correct

83. All pay increases are made effective

1. on the day of the month on which the employee completes the probationary period
2. on the employee's birthday
3. on the day of the month established as the employee's anniversary date
4. on the first day of a pay period
5. none of the above

84. Longevity compensation is

1. available only to full time permanent employees
2. automatic
3. paid in 6 increments of 2 1/2% each
4. is granted only after 8 years of full time service
5. 1 and 2 of above
6. 3 and 4 of above
7. 1 and 3 of above
8. 2 and 4 of above

85. Performance ratings are designed to

1. give a fair evaluation of the quality and quantity of work performed
2. be given at least every 12 months
3. help up-grade job descriptions
4. aid in reassignments, demotions and separations
5. all of the above are correct
6. 1, 2, and 3 of above
7. 2, 3, and 4 of above
8. 1, 2, and 4 of above

86. Pay periods

1. begin on the Friday preceeding payday and end on the Thursday following payday
2. begin on the Thursday preceeding payday and end on the Friday following payday
3. begin on the first and sixteenth of each month and end on the fifteenth and the final day of each month
4. none of the above are correct

87. Money is automatically deducted from all full and part time employee's checks for

1. federal withholding tax
2. Utah state withholding tax
3. social security
4. retirement
5. credit union
6. UPEA dues
7. 1, 2, and 3 of above
8. 1, 2, 3, and 4 of above
9. 1, 2, 3, and 6 of above

88. The Staff Association Officers are

1. elected by the staff
2. appointed by the chief librarian
3. appointed by the department heads
4. remain the same year after year
5. serve without pay for their extra efforts
6. all of the above are correct
7. 3 and 5 of above
8. 1 and 5 of above
9. 2, 4, and 5 of above

89. As far as is practicable and feasible, a vacancy in the library should be filled by

1. a promotion of a qualified employee from within the library
2. the best qualified person from the official register--including present staff members
3. the person scoring highest on an open competitive exam
4. none of the above are correct

90. A library employee can be demoted for

1. ineffeciency
2. disciplinary reasons
3. administrative reasons
4. all of the above are correct
5. 1 and 2 are correct
6. 2 and 3 are correct
7. 1 and 3 are correct
8. none of the above are correct

91. The following group serves as the library EEO committee

1. Library Board of Directors
2. library department heads
3. library volunteer board
4. library staff association officers
5. none of the above, the library has no such committee

92. An employee who is demoted automatically

1. has the same rights of appeal as an employee who is dismissed
2. has his/her salary reduced by 10%
3. receives preferential treatment when a position at his/her original grade becomes available
4. all of the above are correct
5. 1 and 3 of above
6. 2 and 3 of above
7. 1 and 2 of above
8. none of the above are correct

93. No library employee shall

1. carry forward into the next calendar year all accrued vacation leave
2. be allowed vacation leave with pay for any period of time beyond, or in advance of, time already accrued
3. accrue vacation leave during a period of leave of absence
4. upon termination, be paid for more than 30 days vacation leave
5. 1, 2, and 4 of above
6. 2, 3, and 4 of above
7. 2 and 3 only
8. 3 and 4 only

94. Sick leave

1. is a privilege not an obligation on the part of the county
2. is accrued at the rate of 1 day per month worked for full time employees
3. is not accrued by temporary employees
4. cannot be used by employees during their probationary period
5. in excess of 3 days for any 1 illness shall be documented by a medical certificate upon request of the employee's supervisor
6. all of the above are correct

95. Membership in the Utah State Retirement System provides the following benefits

1. a savings account
2. insurance
3. disability protection
4. a retirement plan
5. all of the above are correct
6. 1, 2, and 4 of above
7. 2 and 4 of above
8. none of the above are correct

96. The Weber County Library has a volunteer program that

1. trains volunteers to take over library jobs as they become vacant
2. trains volunteers to work in various capacities in county departments
3. trains volunteers to work with staff members on special library projects
4. all of the above are correct
5. 1 and 3 of above
6. none of the above are correct

97. Books and magazines donated to the library are

1. often added to the library collection
2. often sold at the library book sale
3. often exchanged with other libraries
4. all of the above are correct
5. 1 and 2 of above are correct
6. 1 and 3 of above are correct
7. 2 and 3 of above are correct
8. none of the above are correct

98. The library special collections room

1. is used to store rare books and materials
2. is used to store materials of interest about Weber County
3. is available for community group meetings
4. can be accessed only with a special key and by special permission
5. houses material that does not circulate outside of the library
6. all of the above are correct
7. 1, 2, 4 and 5 of above
8. 1, 2, and 5 of above
9. none of the above are correct

99. The large storage room in the basement of the library

1. is used to store old magazines
2. is used to store books that are not needed in the collection
3. houses a game room for the staff
4. cannot be entered without special permission
5. 1, 2, and 4 of the above
6. 1 and 2 of above
7. 1 and 4 of above

100. This test was obviously made up by

1. a deranged marine drill sergeant
2. Allen Howe's defense attorney
3. Mephistopheles (Mephie for short)
4. all of the above are correct

APPENDIX B

INDUCTION CHECKLIST

INDUCTION CHECKLIST

Appointment of Staff
Assistant Librarian
Book Buying
Book Selection Policy
Breaks
Bulletin Board
Chief Librarian
Circulation Policy
Continuing Education
Death in Family
Dismissal
Dress Code
Emergency Procedures
Entering Building
Equal Employment Opportunity Officer
Equal Employment Opportunity Policy
Featured Employee
Financial Support of the Library
Flower Committee
Grievance Procedures
Health Insurance
History of the Library
Hiring
Holidays
Information
Job Classifications
Job Descriptions
Jury Duty
Kitchen
Kitchen Committee
Lateness
Leave With Pay
Leave Without Pay
Liability Insurance
Library Board of Directors
Library Policies
Library Records
Lost and Found
Lunch Hours
Management by Objectives
Maternity Leave
Meeting Room Policy
Military Leave
Name Tags
Objectives of the Library
Organizational Structure
Overtime
Parking
Performance Evaluation
Probation
Professional Meetings Policy
Promptness
Public Relations
Publicity
Resignation
Retirement
Salary Payment
Services of the Library
Sick Leave
Social Committee
Staff Association
Staff Bulletin Board
Staff Quarters
Staff Training Policy
Station Wagon
Sunday Opening
Telephone Use
Unemployment Insurance
Vacation
Van
Work Week
Workman's Compensation

APPENDIX C

EMPLOYEE HANDBOOK

WEBER COUNTY LIBRARY

EMPLOYEE HANDBOOK

INTRODUCTION

Welcome to the Weber County Library! We are happy to have you as a staff member and are sure that as you become familiar with us that you will be proud to be a member of the library staff. Our community is fortunate to have an excellent library and a dedicated staff to bring that library to life. A library is not just a building or only a collection of books or solely the people who work there--it is all three working in concert to bring the best possible information services to the residents of the community. It is a rewarding place to work with exciting plans for progress and innovation. You have been selected for your skills, personal qualities and training or education because we think you can help us in the important task of providing the knowledge that can help Weber County to grow, stretch and improve. This is your handbook to help you orient yourself now and to refer to later as the pieces start to come together in a meaningful pattern. Your time spent here will be most rewarding if you ask questions, observe closely and PARTICIPATE. WELCOME TO THE TEAM!

Don Trottier
Chief Librarian

October 1, 1976

History of the Library

1. The Weber County Library was originally founded in 1903 as the Carnegie Free Library of Ogden.

2. Ogden City and Weber County agreed to form a county library system in 1965.

3. The present library was built in 1967 at a cost of $ 1,500,000.

4. The library has two branches, the Southwest Branch at 1950 W 4800 S in Roy and the Emerson Stone Branch at 606 Washington Blvd., and a Satellite Library in the Hopkins Community Center at 2504 F Avenue in West Ogden.

5. The library provides free service to the 135,000+ residents of Weber County with many residents of surrounding counties buying membership.

Library Objectives

1. The library MBO (management by objectives) committee is in the process of formulating objectives for the library system. These objectives will be included in the appendix of this handbook when completed. (See appendix A)

2. The purpose of these objectives is to give direction to our library service as well as to provide a basis for evaluating the various elements within the library system.

Financial Support of the Library

1. The library is funded chiefly by revenue collected from property taxes in Weber County.

2. The library has a development officer and a development board the purpose of which is to solicit donations from the community and to obtain grants from government and business sources.

3. Fines and fees collected by the library are deposited in the county "general fund". They come back to the library as part of the budget for the upcoming year.

4. Patrons living outside Weber County are required to pay a small fee in order to obtain a library card. This "fee" is deposited in the general fund.

5. Federal funds are also obtained periodically for building projects, procurement of special library materials, etc.

Library Services

Besides lending books, the library also offers the following services:

Patrons may borrow films, posters, engraving equipment, flannel board stories, toys, projectors, sculpture, framed art prints, records and cassettes.

Patrons may borrow a book that is not in our collection by requesting an "interlibrary loan".

The library has a complete collection of magazines indexed in the Reader's Guide to Periodical Literature. Many of our magazine titles date from the 1860's.

The library has a complete microfilm collection of the New York Times and the Ogden Standard Examiner. Reader/printers are also available.

Meeting rooms are available free to the public. (See Appendix Q)

Coin operated copy machines and typewriters are available to the public. These machines are not owned or serviced by the library and the library does not receive revenue from them. Coin operated pen, pencil, and paper machines are also available.

The library provides many outreach services to the community. For example, small mini-libraries are placed in rest homes and in other locations where they will aid in making reading material available to the public; and, shut-ins may have books delivered to their homes via library volunteers.

Free concerts, film showings, lectures, story hours, book reviews, and other programs are scheduled regularly.

Newspapers from many of the major cities in the United States and from foreign countries are available.

Music listening facilities are available in the audio visual department.

"Magic Carpet" listening facilities are available in the children's department.

Bookmobile service is provided to the outlying areas of the county.

Reading equipment for partially sighted persons is available as are special large print books.

Organizational Structure of the Library

1. The policy making body of the library is the Board of Directors. These board members are appointed by the County Commission and may serve two consecutive terms. The board meets on a regular schedule and the meetings are always open to the staff, public, and press. Minutes of all board meetings are posted on the staff bulletin board in the main library and copies are sent to the branches and satellite library.

2. The administrative officer of the library is the Chief Librarian. He is hired by, and is responsible to, the library board for the total operation of the library.

3. The Chief Librarian has one administrative assistant. The Assistant Librarian is in charge of the library in the absence of the Chief Librarian and serves other administrative functions as requested.

4. The supervisory staff is headed by the library department heads. They are responsible to the Chief Librarian for the operation of their respective departments.

5. The support staff--those individuals not included in 3 and 4 of above--are responsible for the duties in their individual job descriptions and they report directly to their department head.

6. The total staff of the Weber County Library is made up of individuals on the library payroll, individuals that are paid from other sources (workstudy for example), and by unpaid staff members such as Library Volunteers and Friends of the Library.

Work Week

1. The work week for all full time employees consists of 40 hours usually worked from either 8-5 or 12-9 Monday--Thursday, 9-6 Friday and Saturday, and 1-5 on Sunday. Schedules vary however according to departmental need.

2. Part time employees usually work 20 hours per week. They are frequently scheduled to work from 5-9 on week days and during the busy periods on weekends. Again, schedules vary according to departmental need.

3. All employees, both full and part time, may be required to work evenings and weekends.

4. Work schedules are made up at least one week in advance and should be as consistent from week to week as is possible. Schedules are posted in each department as well as on the staff bulletin board in the basement of the main library.

Salary Payment

1. All employees on the library payroll are paid every other Friday.

2. The pay period begins on the Friday preceding payday and ends on the Thursday following payday.

3. If payday falls on a holiday, the checks are issued on the preceding day.

4. Checks may be picked up in the administration office after 9:00 a.m. on payday.

5. The following deductions are automatically taken from all full time and part time employee's checks: Federal Withholding Tax, Utah State Withholding Tax, Social Security, and retirement.

6. Employees may sign up in the auditor's office in the municipal building (second floor) for the following voluntary deductions: savings bonds, joint appeal, credit union, and various membership dues (Utah Public Employees Association for example).

7. Salary schedules which give the amount of the salary payment for each job in the library are available from the administrative secretary, the Weber County Personnel Director, and the Weber County Library Staff Association Officers.

8. Salary advancement is based on the quality and quantity of work done. Employees who successfully complete their six month probationary period are eligible for a 5% merit raise. Employees will also be eligible for an annual salary increase of 5% if they have completed a year of satisfactory employment and have not reached the top step of longevity in their job classification. Longevity compensation, like merit raises, is not automatic. In order to qualify for longevity compensation, the employee must have completed a minimum of 6½ years of full time satisfactory employment with Weber County. The longevity compensation wage plan contains 6 increments at 2½% each.

9. A meritorious raise for outstanding service can be given once in a 12 month period. It cannot exceed 5% and must be documented by a letter to the personnel director of the employee's outstanding service. The meritorious raise does not affect the anniversary date of the employee's annual salary increase.

Overtime

1. Overtime is defined as any <u>authorized</u> time worked in excess of the regular 40 hours per week.

2. Employees must either be given "comp" time for all overtime worked or else be paid 1½ times their regular rate of pay.

Overtime, Cont'd

3. All overtime should be recorded by the department head on the "Employee Leave Report".

4. All overtime must be authorized by the Chief Librarian (or the Assistant Librarian in the case of his absence).

Lateness

1. Lateness, whether in reporting to work or in returning from lunch and breaks, should always be reported to your supervisor at your earliest opportunity.

2. All time not spent on the job because of lateness must be made up at the convenience of the department.

3. If you are unable to report to work on time (because of extreme weather conditions or other emergency) call the person in charge of scheduling in your department immediately.

4. In order to report in before 10:00 a.m. at the main library dial 399-8417. This number will bypass the telephone answering device. Branch personnel and personnel at the satellite library may report in by dialing their regular library number.

Breaks

1. All breaks are paid time and are given in order to allow the employee an opportunity for a change in pace and rest as fatigue sets in.

Breaks, Cont'd

2. Every employee is allowed a 15 minute break for every 4 hours or fraction thereof worked. However, the employee must work at least 2½ hours per shift before a break is given.

3. Because of the reason for the breaks, they cannot be saved and used to lengthen lunch hours or used to allow the staff member to go home early.

4. The break may be taken anytime during the four hour period but supervisors must allow the employee to take the break in the first 2½ hours if he so desires.

5. All employees are welcome to take breaks in the staff room in the basement of the main library. Branch personnel are also provided with a place where they may take their breaks without being interrupted.

6. Whether or not breaks are taken is optional on the part of the employee.

Lunch Hours

1. All full time employees are given one hour for lunch. Part time employees working a shift that is longer than 4 hours at any one time may also be scheduled for a one hour lunch break.

2. Lunch hours are not paid time.

3. The lunch hour, like breaks, cannot be saved and used in order to allow the employee to go home early.

4. Lunch hours are often staggered so that the department can be adequately "covered". However, lunch hours should be taken at the convenience of both the staff member and the department.

5. All staff members are invited to take lunch in the staff room in the basement of the main library. Branch library personnel are provided a place to lunch in their respective buildings.

Holidays

1. All days, except Sundays, set forth as legal holidays in 63-13-2, Utah State Code Annotated, 1953, are considered to be legal holidays. At the present time these legal holidays include:

New Years Day--January 1st
Abraham Lincoln's Birthday--February 12th
George Washington's Birthday--Third Monday in February
Arbor Day--Last Friday in April
Memorial Day--Last Monday in May
Independence Day--July 4th
Pioneer Days--July 24th
Labor Day--First Monday in September
Columbus Day--Third Monday in October
Veterans Day--Fourth Monday in October
Thanksgiving Day--Fourth Thursday in November
Christmas Day--December 25th

2. The Library Board of Directors determines on which holidays the library will remain open even though other county, state, and national offices may be closed.

3. Employees who are required to work on legal holidays when the library is open are allowed the option of being paid double time for the holiday or of taking time off at a later date. Such "comp" time must be taken at the convenience of the department and must be used in a period not to exceed 30 days from the holiday worked.

4. Temporary employees and employees working less than 20 hours per week are not paid for holidays not worked.

Vacation

1. All permanent full time employees of Weber County accrue vacation leave on the following basis:

Years Employed	Rate of Accrual Per Pay Period	Total Days Per Year
1 yr. to & including 5 yrs.	3.08 hours	10
6 yrs. to & including 10 yrs.	3.70 hours	12
11 yrs. to & including 15 yrs.	4.62 hours	15
Over 15 years	6.15 hours	20

2. All part time employees, employees hired on an hourly or daily basis, and employees hired under a specific contract, accrue vacation leave at the same hourly rate per pay period as full time employees.

3. A statement of vacation time earned is included on the reverse side of all Weber County payroll checks.

4. Employees may carry over all of their unused vacation time from one year to the next.

Vacation, Cont'd

5. Employees will not be paid for more than 30 working days when they quit and each employee may take only 30 vacation days per year.

6. Employees must clear their vacation leave with their department head as far in advance as possible.

7. All vacation time is also subject to the approval of the Chief Librarian.

8. Vacation cannot be taken while the employee is on probation.

Sick Leave

1. All full time employees earn sick leave at the rate of 8 hours per month.

2. Part time employees accrue sick leave in proportion to the number of hours worked. For example, an employee working 20 hours per week would earn 4 hours sick leave per month.

3. Temporary employees do not earn sick leave.

4. An approximate formula for figuring your sick leave is:

   .05 X hours worked

5. Sick leave cannot be used when an employee is on probation.

6. An employee who will be absent from work due to illness should report his intent to be absent to his department head or supervisor. In order to report in before 10 a.m. at the main library dial 399-8417. Branch personnel and personnel at the satellite library can report in by dialing their regular library number.

7. Sick leave in excess of three days for any one illness must be documented by a medical certificate upon request of the department head.

8. There is no limit to the number of sick leave days that may be accrued. However, an employee separating from service shall not be paid for sick leave not used.

9. Every employee not on probation is given the option of converting 25% of all unused sick leave accrued in the past 12 months (ending on the second pay period in November) to vacation leave. However, employees who wish to carry forward their total accumulated sick leave rather than convert it to vacation time can do so by submitting a written request to the Weber County Personnel Director no later than November 1 of the bonus year.

Sick Leave, Cont'd

10. In the event an employee is injured on the job, he has the option of either

    A. Applying for industrial compensation and not using his accrued sick leave (see Workman's Compensation)

    OR

    B. Applying for industrial compensation and at the same time remain on the payroll on sick leave status, at full salary, until his accrued sick leave is used up, and then (and not before) he may begin receiving industrial compensation benefits.

11. When an employee needs additional sick leave beyond what he has earned and he has vacation leave he has not used, he may continue on with sick leave instead of using his vacation leave until he has encumbered the number of days equal to his vacation leave. The outstanding total will then be decreased at the rate of one-half day per each two bi-weekly pay periods.

12. It should be remembered that sick leave is a privilege afforded employees not an obligation on the part of the county.

Other Leave With Pay

1. All permanent and probationary employees who are members of the National Guard or other Reserve Components of the U. S. Armed Forces are entitled to leave from their jobs without loss of pay or time for up to 11 regularly scheduled working days per calendar year.

2. All employees are entitled to a leave of absence when asked to serve on a jury or to appear as a witness. While absent from the job the employee is eligible to receive his full salary but is not entitled to pay or fee while serving on county time. Any income earned as a witness or a juror while on county time must be turned over to the County Treasurer's Office. Compensation earned as a juror or witness while on his own time may be kept by the employee.

3. In the event of a death in the employee's immediate family (wife, husband, children, mother, father, brother, sister), time off with pay is given all permanent full time and part time employees. The employee is paid his regular wage for up to three working days. If additional time is needed beyond three days, vacation leave or leave of absence without pay will have to be arranged by the employee with his supervisor.

Other Leave With Pay, Cont'd

4. Maternity leave is considered as a temporary disability and is treated as such in all decisions pertaining to employee benefits. Accrued paid leave may be used by the employee in the same manner as it is available to any employee who becomes temporarily ill or disabled.

Leave Without Pay

1. Leave of absence without pay up to 30 days in one calendar year may be granted by the Chief Librarian.

2. Leave of absence without pay for more than 30 days in any one calendar year may be granted by the County Commission. However, when a leave of absence without pay is granted it does not guarantee that the person receiving such leave will be reinstated at their former position.

3. Leave without pay taken on a regular basis (weekly, daily, etc.) may also be granted by the Chief Librarian.

Health Insurance

1. All employees working 30 hours or more per week are eligible for group membership in Weber County's insurance plan.

2. Details of the plan change from year to year, but up-to-date information can be obtained from the Weber County Auditor's Office on the second floor of the Municipal Building.

Workman's Compensation

1. Workman's compensation insurance is required by law from employers for the protection of their employees while on the job.

2. An employee who is injured on the job should **immediately report** the injury to his supervisor. Failure to report the injury within 12 hours, or failure to report for medical treatment within 12 hours will result in benefits being reduced by 15%. If no notice of the accident and injury is given to the employer for 1 year from the date of the accident, all compensation will be lost.

3. In the event an employee is injured on the job, no compensation will be allowed for the first 3 days after the injury except for authorized medical and funeral expenses. If, however, the period of disability lasts more than 21 days, the compensation is also payable for the first 3 days after the injury.

4. Workman's compensation covers both full time and part time employees.

Workman's Compensation, Cont'd

5. Additional information, including a quick reference guide to benefits, is available in the Merit System Handbook.

Liability Insurance

1. Weber County Corporation has an insurance policy that covers the following:

   All library property--the building and its contents
   Personal liability for any patron injured in the library (including emergency medical treatment)
   Vandalism to all library property

Unemployment Insurance

1. At the present time, Weber County employees are not covered by unemployment insurance.

Retirement

1. Membership in the Utah State Retirement System is compulsory for full time employees of the Weber County Library.

2. Thirty hours of work per week is considered full time. However, if a person is employed in a position requiring 20 hours per week over a nine-month period, he also is to be brought into membership.

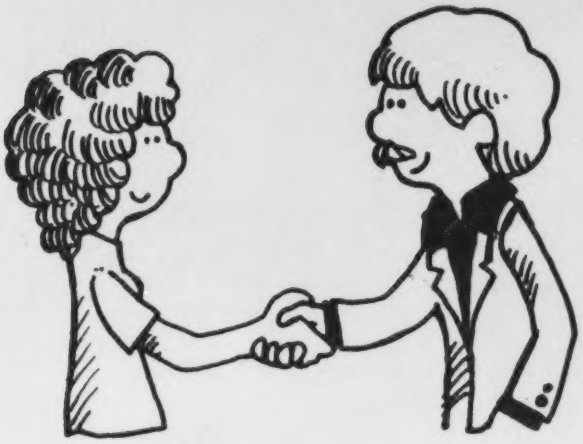
3. Members make contributions at a rate of 5% of their total salaries.

4. A member's annual statement is sent each year to every active member.

5. Employers make contributions equal to those of members. However, the employer's contributions are not credited to the individual employee but are credited to a common employer contribution account that is used to help pay retirement allowances and death benefits.

6. A refund of contributions may be obtained when a member permanently terminates his covered employment. Application should be filed with the last employer, although the proper form can be secured and filed in the state retirement office.

7. Additional information as to redeposits, death benefits, beneficiary designations, disability retirement, service retirement, retirement plans available, making retirement application, employment after retirement, etc. can be located in the booklet, "Highlights of the Utah State Retirement System". (See Appendix B)



Appointment of Staff

1. Application for employment in the library should be made in the Weber County Personnel Office, 7th floor, Municipal Building.

2. Prospective employees are interviewed and the three individuals with the highest interview score are placed on the hiring register.

3. The hiring authority (Chief Librarian or department head) then interviews the three individuals on the register and makes the final selection.

4. It should be remembered however that whenever possible vacancies in the library are filled by promoting qualified staff members from within the system. In this case, a register is not established.

5. The Weber County Library pursues a vigorous affirmative action program which is based on the the "Equal Employment Opportunity Policy" which was adopted by the Library Board of Directors. (See Appendix C)

Job Classifications

1. All jobs within the library have been classified by the Weber County Merit Council. This classification is based on the job description and considers such things as supervisory responsibility, contact with the public, educational requirements, etc. Each job classification number has a corresponding salary assigned to it. A copy of the salary scale can be secured from the administrative secretary, the library staff association officers, or from the library equal employment opportunity officer.

2. It is important to remember that a job description outlines the basic qualifications and responsibilities of a particular job, not the individual filling the job. Job descriptions are periodically revised and updated.

Probation

1. All new employees are subject to a six month probationary period. During this period the employee earns both sick leave and vacation leave, but the leave cannot be taken until the probation period is completed.

2. Every employee is evaluated at the end of the first, second, third, fourth, and fifth month. At the end of the fifth month he is either recommended for dismissal or for a permanent position.

3. If an employee's services are unsatisfactory during the six month probationary period, he is notified in writing of the date his services will be terminated and the reasons why he is being terminated.

4. An employee who is terminated while on probation has no right of appeal through the merit system.

Performance Evaluation

1. Every staff member is evaluated at the end of the first, second, third, fourth, and fifth months immediately after being hired and at least every 12 months thereafter.

2. The purpose of the performance evaluation is to give a fair evaluation of the quality and quantity of work performed in all departments in the library, to aid in setting goals for the employee, and to identify areas needing improvement.

3. The performance ratings and length of service together with other criteria are considered in determining salary advancements (merit raises) and in making promotions, reassignments, reclassifications, demotions, and separations.

4. Every employee receives a copy of his performance evaluation.

5. A merit raise of 5% may or may not be granted employees on the basis of their performance rating--5%after sucessfully completing the six month probationary period and 5% per year thereafter until reaching longevity. (See Salary Payment, page 4)

6. Every employee has the opportunity to, and is encouraged to, include his comments and reactions to the evaluation on the appropriate space on the evaluation form before signing it. Signing the evaluation does not mean the employee agrees with it.

7. An unsatisfactory performance evaluation may result in a permanent employee being placed on probation, and it may indicate that the employee has not earned a merit increase in salary.

Dismissal

1. An employee of the Weber County Library may be demoted, suspended, dismissed, or have his salary reduced for any of the following:

   Violation of the County Employees Merit Service Act or regulations
   Neglect of duty
   Disobedience of a reasonable order by any superior
   Misconduct
   Inefficiency or inability to satisfactorily perform assigned duties
   An act inimical (harmful) to the public service

Continuing Education and Training

1. The library policy on continuing education is an integral part of the management by objectives program. Under the MBO program, each staff member is expected to constantly expand upon his circle of contacts and to reinforce and strengthen his existing colleague relations. To accomplish this, the employee must pursue an active role in continuing education through self-study, formal and/or informal classwork, and by associating himself with local, regional and national activities in librarianship.

2. To help each staff member pursue his individual development, he is given an opportunity to develop and implement a self-learning agenda. (See Appendix D)

3. The official library policy on continuing education and training can be found in the appendix of this handbook. (See Appendix E)

4. Conventions, conferences, workshops, study groups, formal classwork, and other forms of continuing education are available to all staff members. Check with your supervisor, staff association officers, or equal employment opportunity officer for further details.

5. All staff members are encouraged to join library association and other pertinent professional and community organizations.

Emergency Procedures

1. In case of an emergency in the library you should seek the advice of the senior person in charge, or, if you cannot locate someone in charge, make a decision yourself.

2. A staff member who calls the paramedics or an ambulance for an injured patron is protected from financial responsibility by the library's insurance policy.

Grievance Procedures

1. Under the present county policy there are two grievance procedures that an employee must choose between when filing a formal grievance:

   The first procedure should be used only when filing a grievance based on discrimination

   The second procedure should be used when filing all other types of grievances

   Both procedures are contained in the appendix of this handbook. (See Appendix F, G)

Dress Code

1. The official library dress code is contained in the appendix of this handbook. (See Appendix H)

2. The dress code is a product of a staff committee and it is revised and updated on an irregular basis.

Promptness

1. Promptness is defined as being productively engaged in work at 8:00 a.m. and keeping at it right up until 5:00 p.m. with breaks and lunch hours held closely to 15 and 60 minutes respectively.

2. Promptness is an important part of every staff member's evaluation.

Staff Parking

1. All staff members should park their cars on the street or on the north side of the parking lot. This procedure helps relieve the crowded conditions often encountered by patrons who are looking for a place to park.

Name Tags

1. Name tags should be worn by all employees whenever they are in a public area. If you have lost yours or if one has not been assigned to you, they are available from the administrative secretary and the library artist.

Telephone Use

1. An important part of the service rendered by the library is done over the telephone. All of us have been treated courteously on the phone at times and at other times have found ourselves disgusted at the way that our telephone calls have been handled by other business establishments.

2. Two instruction sheets on the proper use of the telephone have been included in the appendix of this handbook. (See Appendix I, J)

3. The library, in conjunction with other county offices, has a direct telephone line to Salt Lake City. This line can be used by staff members during regular daytime hours (8:00 a.m. until 5:00 p.m.) for library business. The line can be used by staff members <u>after</u> the other county offices have closed (after 5:00 p.m.) for personal calls.

Resignation

1. Staff members planning to terminate employment at the library should give written resignation to their immediate supervisor according to the following schedule:

   Department heads and all public service personnel--one month before leaving employment
   All other employees--two weeks before leaving employment

Staff Bulletin Board

1. All materials that must be posted to meet legal affirmative action requirements are posted on the staff bulletin board.

2. Departmental work schedules are posted on the staff bulletin board.

3. Notices of staff interest--parties, conventions, etc.--are posted on the staff bulletin board.

4. Any paid staff member or volunteer can post items on the bulletin board.

5. Copies of everything posted on the staff bulletin board at the main library should also be sent to the branches and satellite library.

Lost and Found

1. All lost and found materials should be given to the administrative secretary in the basement of the library.

Van and Station Wagon

1. All employees may use either the van or station wagon for official library business.

2. Library employees are covered by liability insurance while driving library vehicles on official library business.

3. Employees must sign up in advance to use library vehicles. The sign up sheets are on the dock near the door to the building engineer's office.

Staff Quarters

1. All staff members may use the kitchen facilities in the lower level of the main library for breaks, lunch hours, etc. The rules governing the use of the kitchen are included in the appendix of this handbook. (See Appendix K)

2. Branch and satellite library personnel should consult their supervisor about the area available for breaks and lunch hours.

3. Staff members at the main library should ask the administrative secretary to assign them a locker. While on duty all valuables should be kept in this area. Valuables do get stolen--protect yourself!

4. The vending machines in the staff room are for staff use only. The money collected from these machines goes into a general fund and is cared for by the library staff association. The money is used to sponsor employee parties, etc.

Entering Building Before Regular Library Hours

1. Staff members should enter the library via the back door (east side of the building then down the ramp) before 10:00 a.m. Patrons should never be told to enter through the back door.

Book Buying

1. Staff members may purchase books through Baker and Taylor (our jobber) at the regular library discount. For additional information on this procedure see Appendix L of this handbook.

Staff Association

1. Every employee of the Weber County Library automatically belongs to the Weber County Library Staff Association.

2. Officers of the staff association are elected in January of each year.

Staff Association, Cont'd

3. The staff association serves three basic functions:

The staff association officers serve as the Equal Employment Opportunity Committee and therefore serve in the capacity outlined in the grievance procedure in Appendix F of this handbook.

The staff association officers organize and supervise the following committees:

Social committee--plans parties, etc.
Kitchen committee--purchases supplies for the staff room
Flower committee--sends flowers, cards, etc. in case of death or illness
Featured employee committee--updates "Featured Employee" bulletin board in main lobby

The staff association officers serve as the voice of the staff in matters of concern or interest.

4. A copy of the bylaws of the staff association will be included in the appendix of this handbook when they are completed. (See Appendix M)

Equal Employment Opportunity Officer

1. The duties of the EEO officer are:

Provide staff and administration with access to compliance information, EEO counseling and grievance procedure information.

Develop policy statement, a written affirmative action program, internal and external communication procedures.

Assist the Chief Librarian in collecting and analyzing employment data, identifying problem areas, setting goals and timetables and developing programs to achieve goals.

Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed.

Assuring that current legal information affecting affirmative action is disseminated to staff and administration.

Additional Information

1. For additional information about your job consult one or more of the following:

The Chief Librarian
The Weber County Personnel Director
Your Immediate Supervisor
A Staff Association Officer
The Library EEO Officer

OR

The Weber County
Merit Handbook

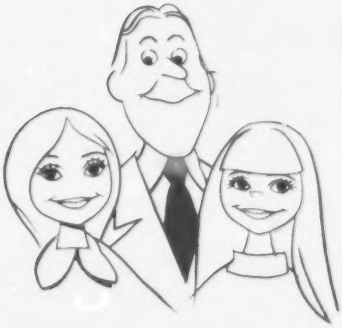
Library Policies

1. Professional Meetings Policy (See Appendix N)
2. Circulation Policy (See Appendix O)
3. Equal Employment Opportunity Policy (See Appendix C)
4. Staff Training Policy (See Appendix E)
5. Book Selection Policy (See Appendix P)
6. Meeting Room Policy (See Appendix Q)
7. Policy on Confidentiality of Library Records (See Appendix R)
8. Sunday Opening Policy (See Appendix S)
9. Public Relations and Publicity Policy (See Appendix T)

APPENDIX

HIGHLIGHTS OF THE

UTAH STATE RETIREMENT SYSTEM



Effective July 1, 1973

UTAH STATE RETIREMENT SYSTEM
Leonard W. McDonald, Executive Director
326 South 5th East
Salt Lake City, Utah 84102

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of their total salaries. This rate will be increased to a maximum of 5% in 1975. A member's annual statement is sent each year to every active member. These are distributed through individual employers and list the interest earned, contributions made, and the member's new balance forward.

Employers make contributions equal to those of members. Employer contributions are not credited to the individual employee but are credited to a common employer contribution account and are used to help pay retirement allowances and death benefits. These contributions are never refunded to either employers or members.

Employers in the system are permitted by law to pay their employees' retirement contributions, and many have chosen to do so. Member contributions paid by the employer are credited to the individual member's account just as though the member had made the payment. They are refunded along with the interest at death or termination of employment.

Members' contributions, refunds, retirement allowances, and other benefit payments cannot be assigned, attached, or garnisheed.

REFUNDS

A refund of contributions may be obtained when a member permanently terminates his covered employment. Application should be filed with the last employer, although the proper form can be secured and filed in the Retirement Office. If a refund is made, all service credits are forfeited.

Taking a refund is not compulsory. A member's fund left in the system will continue

to draw interest and may be withdrawn upon application if he is no longer working in a position covered by the system. A member with 10 or more years of service credit is covered with a special death benefit for his spouse or dependent beneficiaries if his contributions and interest earnings are not refunded. See page 6 for details.

If the member has sufficient years of service credit when reaching retirement age, he may apply for and receive a retirement allowance. See page 7 for the required years of service to retire.

If a member transfers from one unit to another and both are covered by this retirement system, or if he expects to be rehired by a covered unit, he is not eligible for a refund. An official leave of absence does not constitute a termination.

REDEPOSITS

A member who has withdrawn his contributions and is later rehired by a unit covered by this system may redeposit those contributions. A fee, explained below, will be charged. If a redeposit is made, all former service credits upon which contributions have been made will be restored. Redeposits are not mandatory.

Redeposits may be made in 24 monthly payments or in one lump sum. In order to make monthly payments, the member must file an application with the Retirement Office within 60 days from the date of rehire, and payments must be completed within 24 months from the date of re-employment. Monthly payments must be made through the employing unit and will not be accepted directly by the Retirement Office.

A lump-sum redeposit payment may be made at any time prior to retirement, except as noted in the next paragraph, but after 24 months from the date of re-employment there will be an additional charge of $5 or 2% of the amount refunded.

whichever is greater.

All redeposits must be made at least four years prior to retirement. Credit for past service will not be restored until the redeposit, interest charges, and all other fees have been paid in full.

Interest on a redeposit is charged from the date of refund through the month of repayment at the following rates:

DATE OF REFUND	RATE
July 1, 1937-June 30, 1961	2½%
July 1, 1961-June 30, 1965	3
July 1, 1965-Dec. 31, 1965	3½
Jan. 1, 1966-Dec. 31, 1966	4¼
Jan. 1, 1967-Dec. 31, 1967	4½
Jan. 1, 1968-Dec. 31, 1968	4¾
Jan. 1, 1969-Dec. 31, 1969	5
Jan. 1, 1970-Dec. 31, 1970	5¼
Jan. 1, 1971-Dec. 31, 1971	5¾
Jan. 1, 1972 - - -	6

BENEFICIARY DESIGNATIONS

It is important that beneficiary designations be kept up to date. A beneficiary may be changed by the member at any time prior to retirement by completing and filing the necessary forms. These forms are available from your employer or they may be secured from the Retirement Office. To become effective, they must be filed with the State Retirement Office.

If a member marries or remarries, his spouse automatically becomes his primary beneficiary unless a different person is properly designated on or after the date of marriage.

DEATH BENEFITS

Beneficiaries are entitled to one of four possible death benefits, depending on the status and service record of the member before he died

and the beneficiary designated. (Provisions apply equally to male and female members.)

A. If the member was a career employee and died before retiring, his spouse would be entitled to a monthly allowance, providing the couple had been married at least five years. The monthly benefit may be deferred, with the additional interest increasing the amount payable when it does begin. The spouse may choose benefits provided under "B" below instead of a monthly allowance.

A career employee is one who has attained the age of 55 with 30 years of credited service, 60 years with 20 years of service, or 65 with 10 years of service.

B. If he was an active member, one who was contributing to the system, his eligible beneficiaries would receive his total contributions and interest plus half his final average annual salary* (limited to $1,000 for each full year of service credited to the member's account at the time of death.) An inactive member with at least 10 years of service to his credit would receive the same benefit.

This death benefit will be paid to the spouse, children under age 21, handicapped children regardless of age, or other dependents (such as parent, brother or sister) as claimed on the income tax form filed the previous year. If the designated beneficiary does not fall into one of these categories, the death benefit is the return of contributions and interest or $600, whichever is greater.

C. An inactive member who had less than 10 years of credited service or who had no spouse or dependents and who had not taken a refund would leave his beneficiaries his accumulated contributions and interest earnings.

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*Final average salary is the average annual salary of the highest paid five consecutive working years in the last 10 years of employment.

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An inactive member is one who has not been in paid employment in a covered unit for a period longer than 120 days. Generally, this death benefit would not be paid if the member qualified as a career employee since the optional benefit for a career employee would be greater.

D. The beneficiary of a member who was age 65 or older at the time he entered the system would receive upon the death of the member, if he were still employed under the system, a refund of the member's contributions and interest of $600, whichever amount was greater.

DISABILITY RETIREMENT

After 10 years of service a member is eligible to apply for disability retirement benefits if he or she is unable to perform the usual duties of his employment. He must, however, submit to a medical examination. All disability retirements are subject to the approval of the State Retirement Board. Persons applying for disability retirement must do so within two years of the last day of covered service.

A member who is granted a disability allowance will receive approximately the same monthly allowance he would have received if he were age 65 and had applied for a service retirement allowance based on his years of service and contributions.

The years of service the member could have rendered from the date of his disability retirement to the age of 65 may be added to his service account. However, if such future service credit is used, the monthly allowance will be limited to 25% of the final average monthly salary. The minimum monthly disability retirement allowance is $75 providing it does not exceed half the final average monthly salary.

SERVICE RETIREMENT

A member who meets one of the following

age and service requirements may apply for a service retirement allowance:

AGE	YEARS CREDITABLE SERVICE
55-59	30
60-61	20
62-64	10
65 and over	4

Although 65 is the normal retirement age, a member may retire before then if he has sufficient years of service. If he does retire early, his monthly allowance will be reduced 3% per year from age 62 to 65 and 6% for each year before age 62.

Monthly Retirement Allowance Formula

(See page 12 for table showing sample monthly retirement allowances.)

(A) For service rendered prior to July 1, 1967
1.1% X Years of Service X Final Average Monthly Salary** =
$_____
(Prior Service Allowance)

(B) For Service Rendered on or After July 1, 1967
1.25% X Years of Service X Final Average Monthly Salary** = $_____
(Current Service Allowance)

(C) Total Monthly Retirement Allowance (A + B) = $_____

RETIREMENT PLANS AVAILABLE

A choice of one of four retirement plans is

** If final average salary is $500 per month or less, the formula will be 1.15% for each of these years of service before July 1, 1967.

See footnote on page 6.

available. Upon request, the Retirement Office, at the time of the member's retirement, will provide a quotation listing the amounts the member would receive under the provisions of each plan. A description of each plan follows.

PLAN ONE UNMODIFIED (MAXIMUM) MONTHLY RETIREMENT ALLOWANCE: Provides a maximum retirement allowance to be paid to the retired member for the remainder of his lifetime. No monthly payments are provided for the beneficiary except the check covering the month in which the retirant dies.

PLAN TWO RETIREMENT ALLOWANCE: Provides for a slightly reduced allowance to the retirant. Upon his death, the balance in his contribution account, after deducting the annuity payments made to him, is paid to the retirant's beneficiary or estate. Beneficiary may be changed at any time.

PLAN THREE RETIREMENT ALLOWANCE: Provides a reduced allowance payable to the retired member during his lifetime, and upon his death, the same amount is payable to the beneficiary, designated at the time of retirement, for the remainder of his or her life.

PLAN FOUR RETIREMENT ALLOWANCE: Provides a reduced allowance payable to the retired member during his lifetime, and upon his death, half the allowance is payable to the beneficiary, designated at the time of retirement, for the remainder of his or her life.

Beneficiary designations under Plans Three and Four must be made at the time of retirement and cannot be changed even though the beneficiary may die before the retired member.

SPECIAL LUMP-SUM DEATH BENEFIT

At the time a member retires, he may choose either a $500 or $1,000 supplemental death

benefit as part of his retirement program. The cost of this benefit is deducted from the member's monthly allowance.

MAKING RETIREMENT APPLICATION

A member who plans to retire must obtain an application from the State Retirement Office, either by writing or in person. The latter is recommended since personal help can then be given. He is urged to request a copy of "Guidelines to Retirement," which gives detailed instructions on retirement procedures.

Members are responsible for filing for their own benefits. Requests may be submitted any time within 90 days preceding retirement.

COST-OF-LIVING ADJUSTMENT FOR RETIREMENT ALLOWANCE

The State Retirement Act provides a cost-of-living increase of 7½% of the retirement allowance after five years, with a 1½% adjustment each year thereafter, providing the consumer index shows the cost of living has advanced this much.

EMPLOYMENT AFTER RETIREMENT

A retired member who is elected, appointed or employed to perform service in a unit covered by the retirement system should immediately notify the Retirement Office in writing. He is permitted to earn as much as Social Security will allow in any calendar year without being penalized.

RETIRED HEALTH INSURANCE PROGRAM

Retiring members may sign up to particiapte in a health insurance Medicare supplement program which is sponsored by the Retirement

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Board and administered by a local insurance company.

SOCIAL SECURITY

Members of the State Retirement System are covered by Social Security benefits in addition to those provided by the system. These federally-sponsored benefits are entirely separate from benefits made available by the state. For further information, contact the nearest social security representative. Social Security is an important part of an individual's retirement benefit and personal protection package. One should keep informed of its provisions as they apply to him.

Many people assume that if they retire at 65, and have been earning more than the Social Security maximum earnings base, they will receive the maximum benefits shown on the last line of the Benefits Chart. But it will be many years before this is true. The maximum retirement benefit that a man (or a working woman who is entitled to benefits based on her own earnings) can receive upon retirement at age 65 is shown in the table below. The benefit shown for each year is the monthly amount the beneficiary who retires in that year will receive.

Benefits Payable Under the 1972 Amendments to a Worker Retiring At Age 65 With Maximum Creditable Earnings

YEAR OF ATTAINMENT OF AGE 65*	Benefit	
	Man	Woman
1973	$266.10	$276.40
1974	274.60	284.90
1975	283.20	297.60
1976	291.50	308.30

(Continued)

*Assumes retirement at beginning of year. Figures for 1975 and later years may be higher because of automatic benefit adjustments.

1977	300.60	317.40
1978	309.80	326.60
1979	317.40	332.90
1980	323.40	336.50
1981	329.60	340.10
1982	334.10	343.70
1983	336.50	346.10
1984	338.90	349.70
1985	342.50	352.10
1990	353.30	360.50
1995	361.50	369.50
2000	378.50	386.50
2005	393.50	398.50
2010	402.50	404.50
2011	404.50	404.50

NOTE: A woman retiring at age 65 is credited with slightly higher average annual earnings than men the same age. This is because she works three years past her "normal" retirement age of 62, and therefore can substitute more years of higher maximum earnings for earlier years when maximum earnings were lower. This results in the higher benefits for women aged 65 shown in the table.

VOLUNTARY EXTRA CONTRIBUTIONS

A member may elect to make extra contributions to the system under rules and regulations adopted by the State Retirement Board. All funds received under this provision will be kept in the member's account entirely separate from his basic required contributions. The contributions will be invested in a stock or fixed income account, or a combination of both, as the member requests.

When the member retires, the amount contributed, together with the interest earnings, will be available in the form of an additional annuity under one of the four optional retirement plans

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or as a refund. At any time prior to retirement a lump-sum refund of these extra contributions may be taken upon request if the member has terminated his covered employment. Those interested in participating in this program should contact the State Retirement Office for further information and applications.

HOW TO ESTIMATE YOUR RETIREMENT ALLOWANCE

EFFECTIVE JULY 1, 1973
FOR MEMBERS AGE 65 OR OVER

Final Ave. Monthly Salary	Monthly Allowance For Each Year of Service	
	Prior to 7-1-67	After 7-1-67
$ 100	$ 1.15	$ 1.25
200	2.30	2.50
300	3.45	3.75
400	4.60	5.00
500	5.75	6.25
600	6.60	7.50
700	7.70	8.75
800	8.80	10.00
900	9.90	11.25
1,000	11.00	12.50
Over 1,000	1.1% of salary	1.25% of salary

A FINAL NOTE

We have tried in this booklet to explain in general terms a number of provisions of the Utah State Retirement Act; however, the statute itself should be consulted on special problems since it is the final authority. You are urged to contact the Utah State Retirement Office for assistance on such problems.

See footnote on page 6.

pulsory for full-time employees of state departments, state-controlled educational institutions, and covered political subdivisions such as cities, towns, counties, special improvement districts, and other covered public service agencies.

Elected or appointed officers who are paid $360 or more per year also are covered by the system. Legislators may exempt themselves from coverage.

Members who transfer from one unit covered by the system to another continue as active, participating members. Full-time members who have had their work reduced to part-time must continue to make contributions on their earnings. Retirement service credit for part-time work will be computed on a percentage basis according to the amount of time worked. No service credit is given when no contribution is made.

Thirty hours of work per week is considered full time. However, if a person is employed in a position requiring 20 hours per week over a nine-month period, he also is to be brought into membership upon employment.

Temporary (not probationary) employees may be excluded from coverage if the job they are hired to fill is scheduled to be completed in four months or less. After four months, enrollment is compulsory for so-called temporary employees. Membership is compulsory for employees hired to a position previously filled by a member of the retirement system. There is no provision for delaying extension of membership to an eligible employee while he is in a probationary status for determining ability or adaptability for the job.

REQUIRED CONTRIBUTIONS

Members make contributions at a rate of 4¾%

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INTRODUCTION

More than 55,000 persons in Utah are members of the Utah State Retirement System. To many of these people, the savings and service credit they have established with the system is among their most valuable financial programs.

The Utah State Retirement Board is charged with the basic responsibility of protecting the security of that program and assuring its members and their beneficiaries that sufficient funds will be available to make payments regularly and as specified under the law.

The system is funded on an actuarially sound basis. According to reports, Utah ranks high on the list of public retirement systems in the United States that provide adequate funding for their schedule of benefits.

Members and employers make equal contributions on total earnings, providing larger retirement benefits and allowances as earnings continue to rise. As a result of the liberalized investment provisions established by law, the average investment yield has continued to climb.

With the consolidation of the school and public systems into one unit in 1967, members have greater mobility in employment. This one statewide system covers more than 300 separate employing agencies with others being added from time to time.

Study this brochure. Remember, it is your personal responsibility to become familiar with your retirement system to protect your own interests. If you have any specific questions concerning your personal retirement status, please contact the State Retirement Office, where a well-trained staff is interested in helping you.

MEMBERSHIP

Membership in this retirement system is com-

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Appendix C October 1, 1976

Equal Employment Opportunity Policy

The Weber County Library is dedicated to meeting the informational, recreational, and educational needs of all the residents of the county. In order to realize this goal, we must tap the total wealth of human resources in our community. Therefore, it shall be the policy of the Weber County Library to provide equal opportunity in all personnel actions including employment, compensation, benefits, transfers, layoffs, re-hires, recruitments, library sponsored education and training, tuition assistance, attendance at workshops and professional meetings, social and recreational programs, and advancement, without regard to race, creed, color, religion, national origin, sex, age, or individual life style.

However, the library authorities realize that there is more to being an "Equal Opportunity Employer" than just complying with the letter of the law. Therefore, a method will also be developed that clearly manifests the library's commitment to the spirit of the law. This commitment will be an important component of the total affirmative action plan.

In order to effectively implement the plan, an Equal Employment Opportunity Officer has been appointed within the library. The EEO Officer is directly responsible to the Chief Librarian and is responsible for developing, monitoring, and directing the implementation of the program within the library.

This program will consist of a systems approach to the problem which will include objectives; specific, result-oriented procedures; and timetables which will be used as a yardstick for measuring the success or failure of the program.

As Chief Librarian I pledge myself to support in every way the achievement of the goals as they are developed by the EEO Officer and approved by the Library Board of Directors.

Signed by
Don Trottier

Approved by the
Weber County Library Board
May 29, 1975

The Self-Learning Agenda/Management by Objectives

MBO (management by objectives) typically refers to a formal procedure in which each "manager pair," i.e., an employee and his supervisor, periodically reach mutual agreement on specific and measurable goals or objectives which the employee is expected to reach in the upcoming period--perhaps the next quarter or the next year. A written record is made of these objectives. Personal development--participation in on-the-job training programs, enrollment in formal classes, use of correspondence-school offerings, etc.--is included in the program.

At the end of the period, the management pair meets again to conduct a performance review of the employee's activities. (Here the great importance of having reached mutual agreement on the subordinate's objectives becomes apparent: He either achieved his objectives or he did not--and if he did not, he must be in a position to explain why not.) At this time further on-the-job or off-the-job training needs are considered, and then the supervisor and the employee recycle--setting objectives for the next period.

The self-learning agenda represents the plan for personal development that is agreed upon by the employee and his supervisor. The agenda may include both formal and informal educational experiences but the important thing to remember is that the purpose of the self-learning agenda is to enable the employee to better meet his agreed upon objectives.

There are six distinct advantages gained from the MBO program which utilizes the self-learning agenda:

1. The employee knows in advance the basis on which he is going to be judged.

2. The supervisor and employee both agree on what the employee's job really is.

3. The program takes place within the supervisor/employee relationship and should strengthen this relationship.

4. The program has a self-correcting characteristic which tends to help people set targets that are both challenging and reachable.

5. The program provides a method of spotting training needs.

6. The appraisal approach treats as a total process a person's ability to see an organizational problem, devise ways of attacking it, translate his ideas into action, incorporate new information as it arises, and carry his plans through to results.

It is important to note that the self-learning agenda contains written plans for each employee's personal development and that these plans include individual goals and timetables that are concrete and measurable.

Staff Training Policy

The library board and administration recognizes the value to the library and the community of an educated, well-trained staff. All staff members are encouraged to seek advanced degrees, take special courses relating to their current jobs and/or sign up for refresher courses to restimulate their thinking.

General Guidelines

All staff members desiring to take courses for which they wish tuition reimbursement must submit, before commiting themselves to the course, a written request detailing:

1. Course name, number and catalog description
2. Whether it is part of a degree plan or an independent effort
3. Tuition cost
4. Hours and days of the class
5. Beginning and ending dates of the class

The staff member takes courses on his own time. If course work falls during his normal working hours, (1) he must make them up at another time during the week, and (2) it must be possible to "cover" the department without the hiring of substitute help.

Incentives

All appropriate courses that are completed will cause the library to reimburse the staff member one half of the tuition cost.

Approved by the Library Board
August 30, 1973

Appendix F October 1, 1976

Grievance Procedure--Discrimination

The following procedure should be followed if you have a grievance based on discrimination in order to insure your protection under the law.

1. The employee should first make either a written or verbal complaint to the library EEO officer.

2. A written complaint will then be presented to the immediate supervisor by the EEO officer. (The EEO committee will assist in writing the grievance if asked.)

3. If the complaint is not satisfactorily resolved within ten (10) working days, the grievance will then be presented to the Chief Librarian by the EEO officer.

4. The Chief Librarian will discuss the grievance with the employee, the EEO officer, the EEO committee, and with the supervisor. The EEO committee will make a recommendation for handling the problem. The Chief Librarian will render a decision in writing to the employee within ten (10) working days after receiving the grievance.

5. If the grievance is not resolved at this level (when the administrative officer's decision or the recommendation of the EEO committee, if any, is not acceptable) the grievance may then be forwarded to the Weber County Equal Employment Opportunity Officer and his committee.

6. If the grievance is not resolved on the local level, it can be handled on the state, regional, and national level.

Appendix G October 1, 1976

Grievance Procedure--Regular

The following procedure should be followed if you have a grievance in order to insure your protection under the merit system.

1. The employee has the option of (1) discussing the grievance informally with his supervisor, (2) filing a written grievance with his supervisor, or (3) contacting a staff association officer who will aid in presenting the grievance.

2. If the grievance is not resolved within ten (10) working days, it will then be presented in writing to the Chief Librarian. This may be done by either the employee or the staff association officers.

3. The Chief Librarian will discuss the grievance with the employee and supervisor (and staff association officers if the employee so desires) and will render a decision in writing within ten (10) working days after receiving it.

4. If the grievance is not resolved at this level, it may then be forwarded to the Merit Council. In this case, procedures, as spelled out in the Merit System Rules and Regulations (Article XXI) shall then be pursued.

Appendix H October 1, 1976

Employee Dress Code

Each employee is responsible for his own dress but his supervisor may suggest improvements if they seem to be needed. The first time an employee wears something inappropriate it will be pointed out to him and this dress code called to his attention. A second occurrence will result in the employee being sent home to change with a resultant loss in hours worked and pay received. These guidelines apply to all workers, full or part time, volunteers, workstudy, and any others who are performing a work service under the direction of the library.

Dress Guidelines

Employees' dress should be:

1. Functional--appropriate to the task performed
2. Professional in appearance--identifies an individual as a probable employee of the library
3. In keeping with the spirit of the library's atmosphere and service as a cultural and educational institution.

Unacceptable dress:

1. Blue denim pants--faded or otherwise--unless part of a tailored set
2. Shorts of any description
3. Tennis or athletic shoes
4. T-shirts
5. Shirt tails out--unless square
6. Bare midriffs and halter tops

Summary: Employees should look like they dressed to go to work at the library and not to a picnic, work in the garden or funning at the dam.

Appendix I

Telephone Service

The following procedures will help us establish a consistent manner for handling calls in the library that will get the largest portion of our callers to the right department the first time while pleasantly extracting information from those who are not explicit enough in their original statement.

1. Answer the phone, "Weber County Library, May I help you?" If you feel natural doing it you may add a cheery, "Good morning".

2. Listen to your own voice. Is it natural and warm? Do you use numerous pleasing phrases like, "I'll certainly try", "You're welcome", "Thank you for calling", and other similar pleasantries that give the caller a feeling of your desire to please?

3. If the patron asks for a specific department we will assume that he knows what he is doing (even though he won't always) and connect him directly with that department.

4. If he doesn't know what department he wants tell him that you'll be happy to help him if he can give you more details. It it's a book ask if it's fiction or non-fiction. If the answer is non-fiction you should explain that that portion of the collection is in two different places and <u>then</u> ask for more information. The explanation is important so that the patron doesn't get the feeling that you are snooping. If you don't know which non-fiction items are in the fiction & fine arts department anyone from that area will be happy to discuss it with you.

5. In transferring a call to someone else don't launch into lengthy explanations of what the patron wants. If he didn't "come clean" with you for some reason, the next person may spend needless time on a wild goose chase.

6. Keep an eye on calls that you transfer to another department to make sure that they are answered promptly. There is nothing quite so frustrating as to be "lost" on hold.

7. If you have to put someone on hold for very long be sure that you get back to them periodically and let them know that you are aware that they are still there.

8. Anytime you have noticed a line flashing for some time, pick it up and ask if they have been helped. Chances are 50/50 that they have been lost or the equipment has malfunctioned and you will be able to clear a line that was inadvertently being tied up.

9. Employees should have their friends and relatives ask for them by name rather than the department. In so doing many calls can be transferred to the staff lounge, the back dock or the caller can be informed of a day off without having to be incorrectly transferred in the first place.

10. It should be remembered that incoming personal calls should be kept to a minimum and that all outgoing personal calls should be made from the staff lounge during breaks and lunch hours.

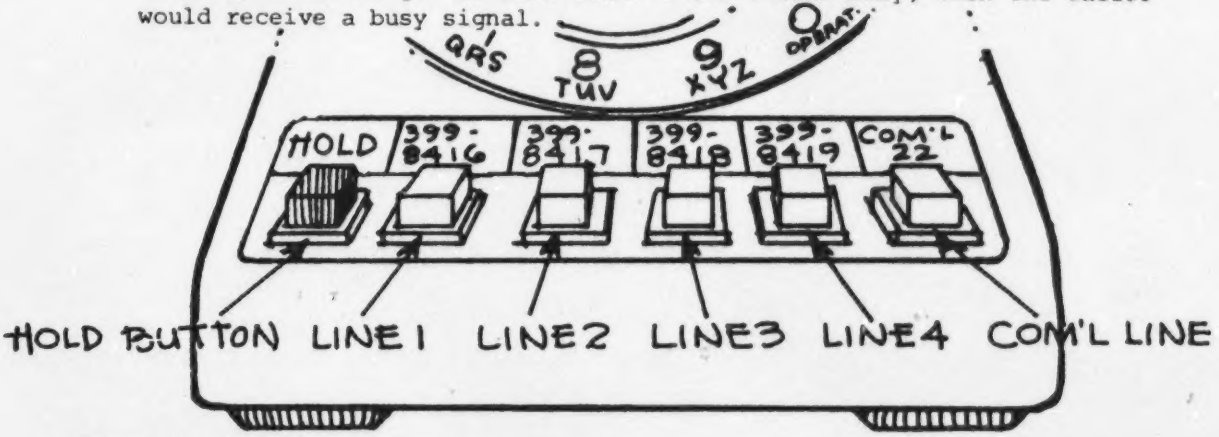
Consistent telephone courtesy can pay big dividends in public relations. Let's all take a second look at how we're doing.

Use of Telephone

BASIC INFORMATION

How the phones operate: If a person calls the library using 399-8416, the phone will ring on line 1 (8416) if it is not being used. If this line is busy, the call will automatically be transferred to the next unused line to the right. See illustration. If all 4 lines are busy, the caller would receive a busy signal.

If a person were to call 399-8418, line 3 (8418) would ring if it were not being used. If it were busy then the next unused line to the right (line 4) would ring. If both lines 3 and 4 were busy, then the caller would receive a busy signal.



GENERAL

1. An incoming call will cause the line it is on to flash on and off. A steady light indidates the line is being used. A call placed on hold flashes at a faster rate and does not go completely off as with an incoming call.

If the button (line) is lit up or flashing then that line is being used.

How to use the phone to call outside the library:

1. Push an unlit button (line) before you pick up the receiver.
2. Having done the above, dial "9" and wait for the dial tone. Do not use the com'l line to phone outside!
3. Dial the phone number as you normally would on any phone.

How to use com'l line to phone within the library:

1. Look to make sure no one is using the com'l line-the button to the far right side of the phone. See illustration.
2. Look up the number of the department you want to phone on the directory cards taped to desks near the phone.
3. Push the com'l line button down, lift the receiver and dial the com'l number.

The com'l line should not and cannot be put on hold.

How to answer the phone:

1. Look at the phone to determine which line is ringing.
2. Always push the line button before lifting the receiver. If you lift the receiver before you push the flashing line button, you may cut into someone's conversation or terminate the call of a person on hold.
3. Answer with "Good Morning/afternoon/evening - Weber County Library" or "Weber County Library - May I help you?"
4. Determine whether the caller wants to talk to a specific department or if they would like general information.

   If the caller wants a specific department, place him on hold by pushing the red hold button (see illustration) on the far left side of the phone, push the com'l button on the far right side of the phone and dial the desired department's number. Department numbers can be found on cards taped to desks near the phones. When the department answers, tell them which line they are wanted on. If the department does not answer after a few rings, hang up and call again. Sometimes they are on another line or away from the desk.

   If you can get no response from a department, push in the caller's line and ask if the department could call them back. If so, take down the caller's name and number and give it to the department as soon as possible.

   If the caller wants general information, e.g., hours of library, how do you get a card, etc., help him if you can or refer the call to the applicable department or, if you don't know, call the administration department and ask them to help.

5. If more then one line rings at the same time or if another line begins to ring while you are helping a caller, excuse yourself to the caller, place him on hold by pushing red hold button and answer ringing phone. Help this caller and/cr send to applicable department, then return to previous caller on hold.

6. If you switch a call without placing the call on hold, the call will be disconnected after a few seconds. If you realize this mistake, you can sometimes get the caller back by immediately pushing that line button and then placing the caller on hold.

GENERAL

2. Do not give out staff or volunteers home telephone numbers. Tell the person requesting this information they may look the number up in a phone book or the staff member will be glad to help when he/she is working.

Everyone who uses the kitchen please observe the following:

Food and Food Storage

Because the refrigerator is available for use by about fifty of us and space is at a premium, it seems necessary to reiterate some policies and establish some new ones:

1. Write your name and the date on your packages, and put them in the refrigerator in as compact a package as possible. All perishable items not marked with the owner's name and date which look old and tired will be thrown out on Saturday every week.

2. Eat only what is yours in the refrigerator and/or cabinets.

Clean Up

1. Wash, dry and put away your own dishes immediately after use. Use soap and hot water to be sure that dishes are clean. Some have not been properly washed at times.

2. Wipe the table you used free of crumbs, bottle rings, etc. and empty and wash your ashtray. Dispose of empty sacks, wrappers, etc.

3. Do not use dish cloths to dry hands and face. Paper towels are provided for this use.

4. Return dishes carried to departments promptly.

5. Obviously, it is inconsiderate and unfair of any of us to leave a mess for others to clean up. If any individual persistently does so, we will have to ask that he not use the staff room.

Departmental Responsibilities

During the week assigned to each specific department, department heads are responsible for assigning every staff member a turn or turns at seeing that the staff room is ship-shape--i.e., that dishes are done, the sink is scrubbed, etc. This does not mean that the assigned staff member is responsible for everyone's dishes that day!

Signed
WCL Staff Association Officers

Baker & Taylor Book Buying

Arrangements have been made with Baker & Taylor (our jobber) whereby any staff member may order books at a discount price.

Here's how to do it:

1. Be sure that the book you want is listed in the current Books In Print from which you will copy the exact title, author, publisher, and price listed.

2. Take your request to Janet Gibbs in the technical processing department where she will fill out an order form for each title you wish to order.

3. The order will be sent to Baker & Taylor on our "Direct Staff Account".

4. When the book arrives, you will be notified of the actual cost to you. A mailing charge will be included.

5. Full payment is to be made to Janet promptly. (Make checks payable to Baker & Taylor.)

6. Janet will forward your payment to Baker & Taylor.

You may order any number of books at any time you wish. Service should be prompt. Discounts may vary, but still you should get at least 20% off on all hardback titles. (Many popular paperbound titles will not be discounted however--science fiction, popular romance and mystery titles for example.)

Zion Book Store

Staff members may purchase books at Zion Book Store, 254 S Main in Salt Lake City at a 10% discount. Tell the sales clerk that you are an employee of the Weber County to qualify.

Professional Meetings Policy

The Weber County Library recognized that professional meetings for trustees and staff members present multiple benefits to those attending and ultimately to all library patrons. Formal meetings provide enthusiasm, stimulation, theory and information; exhibits show new tools and reveal the latest trends; informal meal sessions, cocktail parties and talking in the corner reveal what other libraries, librarians and trustees are doing; the break from the office routine recharges vitality and gives renewed enthusiasm. Support of professional associations is also the responsibility of each library, all librarians and every board of trustees. Such benefits and responsibilities are just and fitting returns for the expenditure of tax dollars to meet reasonable expenses of those attending meetings.

Therefore, the Weber County Library Board of Trustees establishes, as a matter of policy, that within the confines of prudent budgeting, trustees and staff members are encouraged to attend state, regional and national professional meetings with their expenses paid by the library. When the budget will not cover the expenses of such travel, staff members will be encouraged to pay their own expenses for travel, room, board and incidental expenses with the library providing registration fees, paid time-off while in attendance, and reasonable travel time (not to exceed one day in each direction).

Requests for permission to attend conferences by staff members are to be submitted to the Chief Librarian and are subject to adequate coverage of public departments to ensure that patrons are not inconvenienced by staff absenteeism.

Approved by the Library Board
April 18, 1974

Appendix O

WEBER COUNTY LIBRARY

October 1, 1976

Circulation Policy

I. Basic Borrower Rules

1. Books may be kept three weeks and may not be renewed.

2. A fine will be charged on each item loaned which is not returned according to these rules.

3. All injuries to materials* beyond reasonable wear and all losses shall be made good to the satisfaction of the librarian.

4. Each borrower is held responsible for all materials drawn on his card and for all fines accruing on the same. Patrons are urged not to loan their cards.

II. Loan Period

1. Books and some materials shall be loaned for a period of three weeks and shall be due on the first Wednesday after a full three week loan period.

2. Audio visual equipment and materials are loaned for varying periods of time depending on collection size and demand.

3. Materials may not be renewed.

III. Fines

1. Fines of 5 cents per day shall be charged for overdue children's materials, 10 cents per day for adult materials and $1.00 per day for overdue equipment.

2. Fines shall stop at $2.00 for each overdue children's book or other material $4.00 for each adult book, $10.00 for each adult audio visual item and $50.00 for each overdue piece of equipment. In no case will the overdue fine exceed the current retail price of the item.

3. Unpaid fines of $2.00 or more shall be listed in the "Fine File" kept at the circulation desk. Patrons listed in this file shall not be allowed to check out materials until fines are paid in full.

4. Patrons shall be charged the retail price of lost or damaged materials. The minimum fee shall be $2.50 regardless of the price of the item in order to cover ordering and processing costs.

5. Patrons who disregard final overdue notices and fail to return library materials shall be referred to the Credit Bureau of Ogden.

IV. Library Cards

1. Residents, taxpayers, and organizations of Weber County, and military personnel stationed outside the county, may apply for a free library card at the main library or one of its branches. Proof of residence is required at the time of application

*The term materials as used in this policy includes any library item which is loaned for home use including, but not limited to, books and audiovisual materials & equipment.

2. Parents or guardians shall be responsible for all materials checked out by immediate members of the family. An application card with one parent's signature must be on file for all patrons not yet graduated from junior high school. A registration file including parent's names but not signatures will be maintained for young people out of junior high school but under 18 years old.

3. Patrons shall give immediate notice of loss or theft of library cards., changes of address, and surrender their cards upon moving from Weber County. Until such notice is given, patrons shall be held responsible for any books checked out on their cards.

4. Library cards are issued to patrons for a period of one year. A charge of 25 cents shall be made for duplicate cards.

5. Non-resident individuals or families may apply for a library card by paying a non-resident fee of $5.00 for an annual card.

V. Reservations

1. Patrons may reserve library materials. Reserved items will be held for 3 days after the patron has been notified.

VI. Deposit Collections.

1. Schools and other acceptable organizations may apply for small deposit collections. Materials selected may be borrowed for extended periods of time.

VII. Teacher's Loans

1. An individual teaching in the Weber County or Ogden City School Districts may check out books for <u>classroom use</u> on their personal card for a period of six weeks.

2. Each loan must be cleared with the department from which the books are borrowed before they are brought to the circulation desk to be checked out.

3. Teachers must assume full responsibility for the return, loss or damage of books.

4. Teacher's loans are to be returned to the circulation desk as a group. They may not be returned in the outdoor book drop.

5. A charge of 50 cents per day will be assessed for each day a teacher's loan is overdue. All previous teacher's loans must be cleared completely before a new loan will be made.

VIII. Book Depository

1. Phonograph records, recording tapes, pictures, and other fragile, short loan, or specifically regulated materials shall not be returned in the outside book depository.

Approved 3/26/75

Book Selection Policy

I. General Policy

1. The Book Selection Policy of the Weber County Library shall be in full accordance with those principles set forth in the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association Council.

2. The Board of Trustees believes that censorship is a purely individual matter and declares that while anyone is free to reject for himself books which he does not approve of, he cannot exercise this right of censorship to restrict the freedom of others. Therefore, the Weber County Library Board of Trustees declares as a matter of policy that no challenged library material shall be removed from the library under any legal or extra-legal pressure, save after an independent determination by a judical officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law.

II. Authority

1. Ultimate responsibility for book selection shall rest in the Chief Librarian, who is to use his best judgment as a professional librarian in purchasing books and other materials for the library. Any books and/or library materials so selected shall be held to be selected by the Board of Trustees.

2. Department heads representing the departments listed below shall participate in the reviewing process. They shall be members of the Book Selection Committee and shall be responsible for the basic book selection of their respective departments.

a. Fiction and Fine Arts Department
b. Reference and Non-Fiction Department
c. Young Adult Department
d. Children's Department
e. Audio Visual Department
f. Branch and Satellite Libraries

The Chief Librarian shall serve as committee chairman, and the Assistant Librarian as vice-chairman.

III. Book Selection Aids

1. Selection of most materials shall be made through the skilled use of book selection aids such as basic and current general lists, special bibliographies, and book reviewing journals.

IV. Criteria

1. It shall be the library's policy to purchase the best books available within budget limitations.

2. Best sellers shall be considered on individual merit as shall the works of popular authors.

3. Religious books shall be purchased according to the needs of the community served. The library shall strive to maintain an impartial recognition of all religions while specializing in none.

4. Textbooks used in the local public school system shall be rejected if other material on the subject is available.

Adopted by the Library Board
June 15, 1972

Appendix Q October 1, 1976

Meeting Room Policy

I. General Policy

1. Meeting rooms in the library may be reserved without charge for use by educational, civic, cultural, and government groups.

2. Rooms may not be reserved by commercial groups.

   a. Profit-making organizations sponsoring an educational program of a non-profit nature shall be permitted to use meeting rooms provided the meetings are open and are free to the general public.

II. Reservations

1. Reservations shall include the name of the organization, time desired, number of persons expected and name and telephone number of the person responsible.

2. Rooms shall be assigned in order of receipt of application, whether in person, in writing, or by phone.

3. Reservations shall be limited to one meeting a month for each organization. Exceptions for special activities shall be approved by the Chief Librarian.

4. Recurring reservations for a room shall be accepted for no more than three months at a time.

5. Changes in plans will occur. Reserved rooms should be cancelled as soon as possible and no later than 24 hours before the scheduled time. Groups consistently failing to inform the library of cancellations will be denied the use of meeting rooms.

III. Furniture and Clean Up

1. The piano in the auditorium is provided for the use and enjoyment of the community. It may be moved about in the room but should not be lifted onto or off of the stage, as this causes it to go out of tune. Groups scheduling piano recitals are encouraged to make donations to help defray tuning expenses.

2. No additional furniture or equipment other than that furnished by the library shall be used without library approval, excluding projectors and screens.

3. Rooms shall be left in a neat and orderly condition. Groups breaking this rule shall be given notice that a second offense will result in its being denied further use of meeting rooms.

IV. Food

1. Food and drink (non-alcholic) shall be allowed in the auditorium and classroom. Food is not permitted in the board room or special collections room.

2. Cooking shall be allowed in the kitchenette adjacent to the auditorium.

V. Admission Fees

1. Groups using library rooms shall not charge admission fees or take up collections.

VI. Hours

1. Scheduled group meetings shall comply with the library's public service hours. In unusual circumstances, exceptions shall be made by the Chief Librarian at his discretion.

VII. Telephone

1. Incoming messages will be accepted for persons in meetings. Outgoing calls may be placed from the public phone near the main entrance.

VIII. Public Areas

1. Groups are permitted only in public areas. The staff lounge and all other non-public areas are not for group use.

Appendix R October 1, 1976

Policy on Confidentiality of Library Records

Adopted by the Intellectual Freedom Committee, December, 1970
The Council of the American Library Association strongly recommends that the responsible officers of each library in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users with specific materials to be confidential in nature.

2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

3. Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.*

*Note: Point 3, above, means that upon receipt of such process, order or subpoena, the library's officers will consult their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form of if good cause has not been shown, they will insist that such defects be cured.

Adopted by the Library Board
October 18, 1973

Appendix S October 1, 1976

Sunday Opening

The library is open from 1:00 p.m. until 5:00 p.m. beginning the first Sunday in October and continuing thru the fourth Sunday in May.

No staff member on the payroll in 1972 is "required" to work on Sundays. All new staff members hired since Jan. 1, 1973 are to understand that Sunday hours might be required as a condition of employment.

All employees working Sunday have their option of:
1. Getting paid time and one half for Sunday hours, or
2. Receiving credit for 1 1/2 times the number of hours worked toward their 40 hour week.

Public Relations and Publicity Policy

A. The primary public relations objectives of the Weber County Library shall be as follows:

1. To evaluate public attitudes and to determine public needs.

2. To execute a program of action to earn public understanding and acceptance.

3. To inform the public of all library services offered, and to explain library objectives, problems, plans, projects, standards, and accomplishments.

4. To promote and encourage active participation in the varied services offered by the library to people of all ages.

B. The Board recognizes that public relations is an administrative function and that the Chief Librarian shall be the official spokesman for the library.

1. The Chief Librarian and professional staff shall be expected to give talks and to participate in community activities.

2. All printed publicity, including materials to be used by press, radio, and television, shall be approved by the Chief Librarian.

C. Recognizing that public relations involves every person connected with the library, staff members shall be trained to give courteous and efficient service to library patrons.

1. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact.

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